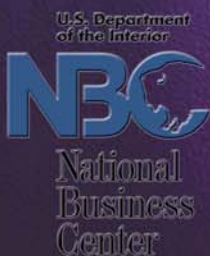


U.S. DEPARTMENT OF THE INTERIOR
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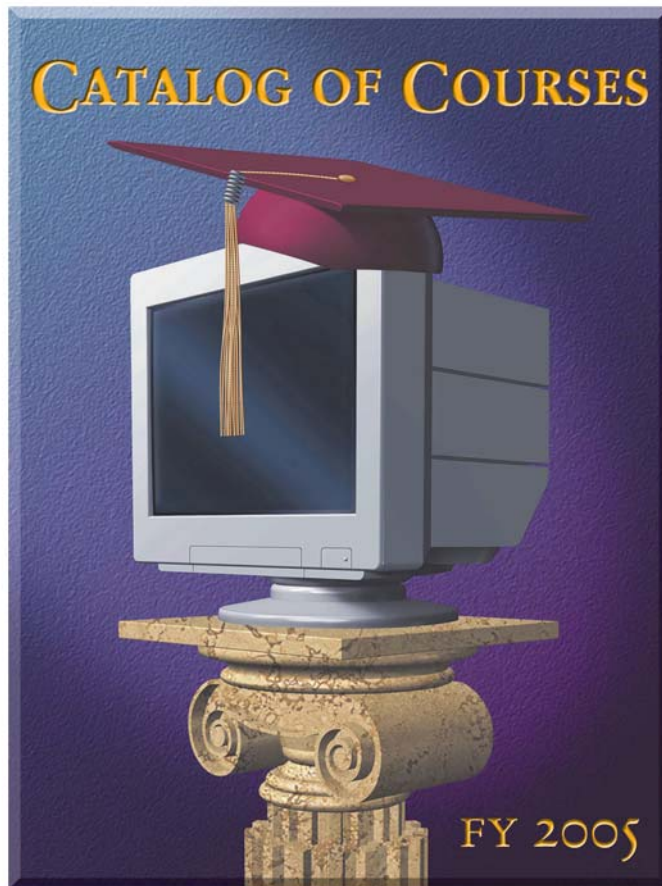
CATALOG OF COURSES



FY 2005

LEADERSHIP AND PERFORMANCE DIVISION

**U.S. DEPARTMENT OF THE INTERIOR
NATIONAL BUSINESS CENTER
DEPARTMENT OF THE INTERIOR UNIVERSITY (DOIU)**



LEADERSHIP AND PERFORMANCE DIVISION

US DEPARTMENT OF THE INTERIOR
National Business Center
Directorate, Strategic Management of Human Capital
Department of the Interior University
1849 C Street, NW
Washington, DC 20240

www.doi.gov/training

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Tuesday, August 03, 2004

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 Enjoy author-led forums in three cities, art as the catalyst for conservation and children's literary events.


▶ **Intern Programs**
 Get hands-on experience while developing the competencies you need to further your career! DOIU's Intern Programs provide a wide range of opportunities for future leaders.

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 Discover how we can help you with your specific training needs through customized training. We can develop online and facilitate classroom training to suit your needs.

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 Experience American history through artifacts, exhibitions and programs that emphasize history and ongoing work of the Department.

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doiunonline@nbc.gov

Message from the Chief Leadership and Performance Division DOI University

The Department of the Interior University (DOIU) is pleased to offer the Fiscal Year 2005 Leadership and Performance Division Catalog. This hard-copy version of the catalog is provided as a flexible tool for employees, supervisors, managers, and executives to identify training opportunities that meet both immediate and long-term development needs. We've used your feedback from DOIU's Annual Training Needs Assessment to create the training and development programs you requested. For your convenience, an electronic version of the DOI University catalog is available at [**www.doi.gov/training**](http://www.doi.gov/training).

DOI University's four Leadership and Performance Centers are strategically located in Anchorage, Alaska; Denver, Colorado; Albuquerque, New Mexico; and Washington, DC. The Centers offer training programs and courses that are competency-based and aligned with the Department's mission and human capital strategies.

Many of the course descriptions in this catalog include not only the learning objectives but also the related competencies. We have included more information on competencies and creating individual development plans in this catalog to help you in identifying and planning your training for FY05. Several of our programs award Continuing Education Units (CEU) or Continuing Professional Education (CPE) credits. We have also included information on how to register for classes and the DOIU course cancellation policy.

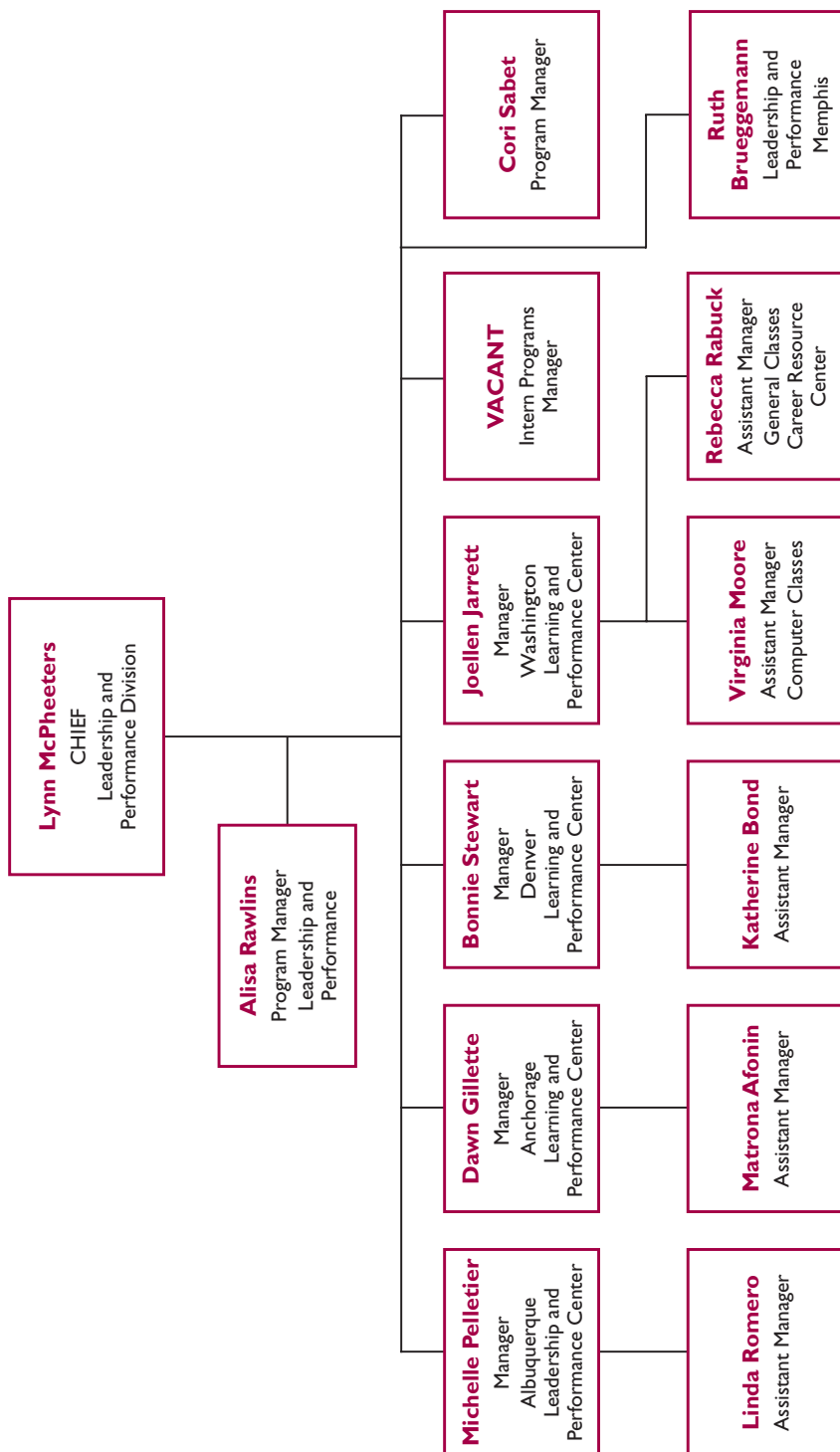
This year, we are offering several new courses and programs in all of our Leadership and Performance Centers. In response to recently issued policy, we are now offering an Associate's level and a Master's level Certificate in Project Management. All new courses/programs are highlighted with a star that denotes it as a new offering. Please look for the many new courses and programs listed throughout our catalog.

The Leadership and Performance Centers are committed to being your training and education provider of choice. In addition to designing and developing customized training, we can bring the training to your location. These special requests are on a fee for service basis.

I hope you will take full advantage of DOI University's diverse training and education opportunities. We look forward to seeing you in the classroom!

Lynn McPheeters, Chief
Leadership and Performance Division

U.S. DEPARTMENT OF THE INTERIOR
National Business Center
Directorate, Strategic Management of Human Capital
Department of the Interior University
Leadership and Performance Division
FY 2005



DOI University Leadership and Performance Division

Lynn McPheeters, Chief
Leadership and Performance Division
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-5616 (202) 208-5184 FAX

Albuquerque Leadership and Performance Center

Michelle Pelletier, Manager
2400 Louisiana Boulevard, NE
Building 1, Suite 240
Albuquerque, New Mexico 87110
(505) 346-2799 (505) 346-2770 FAX
Michelle_C_Pelletier@nbc.gov

Anchorage Leadership and Performance Center

E. Dawn Gillette, Manager
1689 C Street, Suite 141
Anchorage, Alaska 99501
(907) 271-3720 (907) 271-3724 FAX
E_Dawn_Gillette@nbc.gov

Denver Leadership and Performance Center

Bonnie Stewart, Manager
7401 West Manfield Avenue, D-2990
Suite 120
Denver, Colorado 80235
(303) 969-5425 (303) 969-5429 FAX
Bonnie_L_Stewart@nbc.gov

Washington Leadership and Performance Center

Joellen Jarrett, Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-3757 (202) 208-3489 FAX
Jo_Ellen_Jarrett@nbc.gov

Leadership and Performance**Alisa Rawlins, Program Manager**

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 219-0097 (202) 208-3489 FAX

Alisa_B_Rawlins@nbc.gov

Intern Programs

Government-wide Acquisition Management Intern Program

Cori Sabet, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 219-2213 (202) 208-5184 FAX

Corinne_C_Sabet@nbc.gov

Financial Management Career Intern Program

Lynn McPheeters

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 208-5616 (202) 208-5184 FAX

Lynn_A_McPheeters@nbc.gov

DOI University Learning Management System (DOIU LMS)

The Department of the Interior University is pleased to offer customers a fast and efficient way to register for classes. The DOI University Learning Management System (DOI LMS) is available 24 hours a day / 7 days a week and allows you to register for classes and online learning licenses, pay by credit card, receive registration confirmations, and print transcripts and certificates of completion for all classroom and online learning.

The online DOIU LMS provides our valued customers nationwide with a user-friendly way to register for classes at any of our four centers in Anchorage, Alaska; Denver, Colorado; Albuquerque, New Mexico; and Washington, D.C. The system immediately confirms your acceptance or places you on a waiting list. If an opening becomes available, the system automatically notifies you. Transcripts and certificates of completion can be printed on demand, reducing the wait time to minutes instead of days.

Online registration must comply with bureau organizational policies and procedures. Employees who are not sure of the correct procedures for registration or those without access to the Internet should contact their servicing Human Resources Office for assistance.

Our goal is to meet your individual and organizational needs by providing exceptional customer service and the highest quality learning experience. Our newly revised DOIU LMS is our way of responding to your need for fast and efficient learning management services. You can visit our website at www.doi.gov/training for course descriptions, training schedules, registration instructions and to sign up for a Learning Management System Account.

If you have any questions about the registration process, please call the Leadership and Performance Specialists at the following locations and numbers:

Albuquerque

Linda Romero
(505) 346-2768

Linda_G_Romero@nbc.gov

Anchorage

Matrona Afonin
(907) 271-3720

Matrona_Afonin@nbc.gov

Denver

Katherine Bond
(303) 969-5426

Katherine_Bond@nbc.gov

Washington

Virginia Moore
(202) 208-7090

Virginia_A_Moore@nbc.gov

Rebecca Rabuck
(202) 208-3446

Rebecca_L_Rabuck@nbc.gov

If you encounter problems with the DOIU LMS or need help navigating our new LMS, please call the DOIU Help Desk at (202) 208-6278.

Training Cancellation Policy

The following policy applies only to fee-based courses offered through DOI University.

DOIU CANCELLED COURSES

If circumstances necessitate the cancellation of courses by DOI University, our staff will notify students by phone, email or fax. A full tuition refund will be given for all DOIU canceled courses.

CANCELLATIONS/REFUNDS/NO SHOWS

We design our courses to optimize your learning experience and, therefore, each course accommodates a limited number of participants. If you must cancel, please provide written notification either through email or fax as early as possible. To receive a full refund, your cancellation notification must be received ***at least 10 working days prior to the course start date***. There are no refunds for cancellation notifications received after that time frame and for no shows.

SUBSTITUTIONS/RESCHEDULING

Course enrollment substitutions are acceptable any time up to the course start date. Students and agencies are also allowed the opportunity to reschedule. Again, notification of rescheduling should be in written form sent either through email or fax. These notifications must be received at least 10 working days prior to the course start date. Requests received after that time frame will be treated as cancellations.

What Are Competencies and Why Are They Important?

A competency is the skill, knowledge, characteristics, and traits that contribute to outstanding performance in a particular job. When you put a series of competencies together, it is called a competency model and shows you the difference between outstanding and average performance of that job.

Basically, a competency is what outstanding performers 1) do more often, 2) do in more situations, and 3) do with better results than average performers.

Competencies create a common bond of understanding and a common language for discussing performance. They are used to clarify organization mission and goals and what it takes to achieve those goals. Competencies are also very useful in predicting the future skills that the organization will need.

You can use the competencies identified in this catalog to plan your training based on individual as well as organizational needs. You may want to develop a new competency or strengthen an existing competency. Using the competencies as a guide to course selection will ensure that you are spending your valuable time and training dollars on the most appropriate learning activity.

Building an Individual Development Plan

An Individual Development Plan (IDP) is a formal, written commitment to learn something new and an organized plan for learning it. An IDP allows you to identify something you would like to learn that benefits both you and the organization. Then, you figure out how to do it either through formal training, on-the-job-training, other experiential activities, or through self-directed activities, and then put that information to use. Creating the IDP becomes a roadmap for your development.

The most successful employees take responsibility for their own growth and development by identifying their career goals, preparing for upcoming changes, and identifying the skills that they will need in their current and future job. Together with their supervisor, they create a development plan that aligns with the DOI mission and goals and promotes personal growth and effectiveness.

Sample IDP:

Individual Development Plan FY 05

Skill/Competency	Activity	Source	Cost	Date
1. Knowledge of budget concepts and processes	Federal Appropriations Law	DOI University	\$390	December 1-2, 2004
2. Knowledge of Federal Accounting	Demonstrate and apply Federal accounting policies and procedures	On-the-job-training	No Cost	On-going

CERTIFICATE PROGRAMS**Executive Assistant Certificate Program****Course Description:**

The Executive Assistant Certificate Program (EACP) was developed to provide participants with the opportunity to acquire the knowledge, skills, and abilities needed to assist managers within the Federal Government. The purpose of the program is to develop a cadre of Administrative Assistants to meet the future administrative support needs of the Federal Government.

The EACP program is designed to produce highly skilled, motivated, and professional administrative support staff. Candidates selected for the Executive Assistant Certificate Program have a unique opportunity to improve their skills through a formal 80 hour classroom training program. The EACP program will provide training in the following modules:

Modules:

- ♦ Your Role in Accomplishing the Department of the Interior Mission
- ♦ Office Management
- ♦ Interpersonal Skills/Personal Profile Systems (PPS)
- ♦ Grammar & Writing Skills
- ♦ Time and Stress Management
- ♦ Public Speaking Skills
- ♦ Putting It All Together

Target Audience:

This program is open to full-time permanent employees of the Department of the Interior at the GS-7, 8 and 9 or equivalent grade levels. For nomination procedures, please visit the DOIU website: www.doi.gov/training.

Dates/Location:

- ♦ October 18-22, 2004 & November 15-19, 2004 Sacramento, CA

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed

Communication; Individual Effectiveness; Customer Service; Presentation Skills; Time and Workload Management; Problem Solving

Tuition: DOI Employees \$1,950
 Other Federal Employees \$2,499

Your Role in Accomplishing the Department of the Interior Mission

This course shows how to present a positive, competent, and professional image that reflects the standards and missions of the Department of the Interior. Emphasis is placed on the specific knowledge and skills needed to convey credibility, authority, and integrity in the business environment. Participants will be able to:

- ♦ Explain the Department of Interior's mission and goals
- ♦ Recognize the value of aligning personal goals and values with those of the Department of Interior
- ♦ Manage business relationships more effectively
- ♦ Increase their levels of proficiency in critical areas associated with their role as Executive Assistant for the Department of Interior

Office Management

This course is designed to strengthen the ability to manage the cooperative efforts of a busy office environment, including specific work assignments and interactions with other divisions and bureaus. In this course, participants will learn to:

- ♦ Identify elements (people, resources, equipment) essential to achieving the highest levels of productivity and efficiency.
- ♦ Identify ways to enhance and improve upon current office management procedures and processes
- ♦ Clarify your role and duties as "Office Manager" for the Department of Interior

Interpersonal Skills/Personal Profile Systems (PPS)

The Personal Profile System personality instrument helps to better understand yourself and the people with whom you work and live. A second, vital ingredient for being an excellent communicator is a clear understanding of the dynamics of interpersonal communication. Good interpersonal skills allow for win-win relationships and outcomes. During this course, participants will:

- ♦ Recognize the importance of feedback and self-disclosure in establishing and improving relationships
- ♦ Maximize the strengths and minimize the weaknesses of their profile
- ♦ Discuss their behavioral profile and recognize behavioral tendencies in others, as well as how to appropriately respond in given scenarios
- ♦ Recognize non-verbal behavior and its importance to interpersonal communication
- ♦ Discuss the communication model, as well as the barriers to communications

Grammar & Writing Skills

Good writing is characterized by big-picture, conceptual understanding combined with nuts-and-bolts knowledge of grammar and punctuation. This course is aimed at helping to maintain a big-picture view of writing while also understanding and using the “nuts and bolts.” Additionally, this session helps to clarify the benefits and dangers, as well as the associated Federal and Agency guidelines, of using e-mail. Participants will be able to:

- ♦ Recognize basic grammar and punctuation rules
- ♦ Practice writing, editing, and proofreading their own and others’ work
- ♦ Minimize “bureaucratize” and opt for “plain language” to increase the readers understanding
- ♦ Explain the benefits and dangers of e-mail, as well as Federal and Agency guidelines for using it

Time and Stress Management

This course is designed to help individuals learn to better manage their personal time, manage their time in relation to their supervisor’s time, and minimize their stress levels. Participants will be able to:

- ♦ Recognize the difference between time management and self management, as well as how to address external time wasters
- ♦ Practice prioritizing your supervisor’s day
- ♦ Apply time management techniques to make the most of their time at work and at home
- ♦ Recognize the causes, symptoms, and stages of stress
- ♦ Identify multiple methods for reducing stress in their life
- ♦ Develop goals to help apply self and stress management skills

Public Speaking Skills

This course is designed to help minimize the fear of speaking in public and to gain confidence in assembling and giving presentations. Participants will:

- ♦ Develop strategies to deal with speaker’s stress
- ♦ Employ techniques to quickly organize and deliver clear, concise presentations
- ♦ Design and use appropriate visual aids
- ♦ Develop goals to apply and strengthen presentation skills

Putting It All Together

This portion of the program gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work and create an individualized action plan to help them achieve this goal.

CERTIFICATE PROGRAMS**ADVANCED Executive Assistant Certificate Program (AEACP)****Course Description:**

This is an advanced, competency-based program designed to build upon the skills taught in the basic Executive Assistant Certificate Program (EACP) and targets mid-level administrative support staff. Candidates selected for the Advanced Executive Assistant Certificate Program will have a unique opportunity to explore and expand their leadership potential and technical competence in a formal 80-hour classroom, training program. The program emphasizes leadership skills such as critical thinking, problem solving, influencing, negotiating, and conflict resolution, as well as oral and written communications, interpersonal skills, and the federal budget process

ADVANCED EACP Modules:

- ♦ Leadership Part 1 – Foundations of Leadership
Leadership Styles, Personal Leadership, Power & Influence, Analytical Thinking and Decision Making
- ♦ Writing for Results
- ♦ Leadership Part 2 – Applied Leadership Skills
Individual Effectiveness, Interpersonal Communications, Critical Thinking, Problem Solving, Negotiating and Conflict Resolution
- ♦ Federal Budget Process Overview
- ♦ Putting It All Together

Target Audience:

This program is open to full-time permanent employees of the Department of the Interior at the GS-9 through GS-12 or equivalent grade levels. High performing GS-7/8's may also be considered with their supervisor's recommendation. For nomination procedures, please visit the DOIU website: www.doi.gov/training.

Dates/Location:

- ♦ April 25-29, 2005 & May 23-27, 2005 Washington, DC

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed

Budget; Individual Effectiveness; Problem Solving; Communication; Analytical Skills, Leadership

Tuition:	DOI Employees	\$1,950
	Other Federal Employees	\$2,499

Leadership Part 1

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small and large group activities. During the first two days of leadership training, participants will...

- ♦ Explore the foundations of leadership
- ♦ Define leadership and explore the characteristics of effective leadership
- ♦ Identify various leadership styles and when to use each
- ♦ Explore personal leadership and assess individual leadership skills
- ♦ Explore power and influence from a personal perspective
- ♦ Practice analytical thinking and the decision-making process

Writing for Results

We put things in writing for two possible reasons – to convey information or to request an action be taken. If we don't convey this information properly, it gets reduced to background clutter and disposed without accomplishing its mission. We are held accountable to the mission failure and our credibility as a writer becomes suspect. In this course, participants will learn to...

- ♦ Write clearly, concisely, and correctly, in "plain language"
- ♦ Follow an orderly series of steps to produce effective writing
- ♦ Plan and organize points clearly and logically, using effective transitions
- ♦ Explore the importance of tone and discretion to avoid offending your readers
- ♦ Use fundamental research methods to support your subject
- ♦ Develop clear and concise, audience-appropriate messages
- ♦ Use e-mail effectively within the office environment

Leadership Part 2

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small and large group activities. The second portion of leadership training builds upon Leadership Part 1 by exploring leadership from a more personal viewpoint and providing opportunities for practical application. During this course, participants will...

- ♦ Identify their personal leadership styles
- ♦ Explore and increase personal effectiveness
- ♦ Identify techniques for effective interpersonal communications
- ♦ Practice critical thinking and problem solving techniques in the decision-making process
- ♦ Identify and use effective conflict resolution techniques

Federal Budget Process Overview

Congress has constitutional power of the purse. It has a significant impact on the budget authority an agency will receive. Understanding the life cycle of an appropriation and the concerns each phase is extremely important for those responsible for using budgetary resources or supporting professionals with that responsibility. This course will introduce participants to the four phases of the federal budget process, laws, and regulations. It will also explain how important their role is during each phase. During this two-day course, participants will...

- ♦ Understand budget authority and the background of the budget process
- ♦ Recognize the importance of the Anti-Deficiency Act
- ♦ Outline the life cycle of an appropriation
- ♦ Review the Department of the Interior's appropriation
- ♦ Define budget-related terminology such as "full-time equivalents"
- ♦ Learn and apply formulas and other estimating techniques used in budgeting
- ♦ Understand the major issues in budget execution

Putting It All Together

This portion of the program gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work and create an individualized action plan to help them achieve this goal.

CERTIFICATE PROGRAMS**Human Resources Specialist Certificate Program****Course Description:**

Technology and the need for advanced knowledge and skills are changing the way the Department of Interior (DOI) conducts business. Many of the people currently employed in the Human Resources field will require additional knowledge, skills, and abilities to perform the jobs of the future, meet customer expectations, and advance their career. This program provides those employees with an opportunity to gain a competitive edge through a tailored curriculum of human resources function-related courses. The program has been approved for 16.1 CEU's through George Mason University, Fairfax, Virginia.

Modules:

- ♦ This certificate program consists of 8 courses for a total of 184 hours
- ♦ Employee Relations for Practitioners
- ♦ Labor Relations for Practitioners
- ♦ Position Classification for Practitioners
- ♦ Pay Setting
- ♦ Basic Employee Benefits
- ♦ Staffing for Practitioners
- ♦ Position Management
- ♦ Consulting Skills for Human Resources Professionals

For detailed course descriptions go to www.doi.gov/training or see Project Management section in catalog.

Target Audience: All employees involved in human resources functions

Dates/Location:

This certificate program will be offered in the Washington, DC area. Please visit our website at www.doi.gov/training or call (202) 208-7090 for additional information.

Time: For specific class times and room locations go to www.doi.gov/training

Tuition:	DOI Employees	\$1,995
	Other Federal Employees	\$1,995

CERTIFICATE PROGRAMS**Project Management Associate's Certificate Program****Course Description:**

The Associate's Certificate Program in Project Management is being offered in support of the Department of Interior's (DOI) FY05 goals to develop, train and/or certify project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects in an effective and efficient manner. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

Modules:

- ♦ Managing Projects
- ♦ Risk Management
- ♦ Scheduling and Cost Control

For detailed course descriptions, competencies and learning objectives, go to www.doi.gov/training or see Project Management section in catalog.

Target Audience:

Employees requiring certification to manage major and non-major projects

Dates/Locations:

♦ Managing Projects	October 19-21, 2004	Washington, DC
	November 2-4, 2004	Washington, DC
♦ Risk Management	November 16-18, 2004	Denver, CO
	December 7-9, 2004	Washington, DC
	January 11-13, 2005	Washington, DC
♦ Scheduling & Cost Control	January 24-28, 2005	Denver, CO
	February 7-11, 2005	Washington, DC
	March 21-25, 2005	Washington, DC

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	\$2,280*
Other Federal Employees	\$2,280*

***Total Program Cost (\$760 per course)**

CERTIFICATE PROGRAMS**Project Management Master's Certificate Program****Course Description:**

The Master's Certificate Program in Project Management is being offered in support of the Department of Interior's (DOI) FY05 goals to develop, train and/or certify project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects in an effective and efficient manner. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

Modules:

- ♦ Managing Projects
- ♦ Risk Management
- ♦ Scheduling and Cost Control
- ♦ Quality for Project Managers
- ♦ Project Leadership, Management, and Communications
- ♦ Contracting for Project Managers
- ♦ Project Management Applications

For detailed course descriptions, competencies and learning objectives, go to www.doi.gov/training or see Project Management section in catalog.

Target Audience:

Employees requiring certification to manage major and non-major projects

Dates/Locations:

♦ Managing Projects	October 19-21, 2004	Washington, DC
	November 2-4, 2004	Washington, DC
♦ Risk Management	November 16-18, 2004	Denver, CO
	December 7-9, 2004	Washington, DC
♦ Scheduling & Cost Control	January 11-13, 2005	Washington, DC
	January 24-28, 2005	Denver, CO
	February 7-11, 2005	Washington, DC
	March 21-25, 2005	Washington, DC
♦ Quality for Project Mgrs	March 8-10, 2005	Denver, CO
	April 5-7, 2005	Washington, DC
	May 2-4, 2005	Washington, DC

CERTIFICATE PROGRAMS**Project Management Master's Certificate Program (continued)**

♦ Project Leadership, Mgmt, and Communications	March 22-24, 2005	Denver, CO
	April 19-21, 2005	Washington, DC
	May 17-19, 2005	Washington, DC
♦ Contracting for Project Mgrs	April 12-14, 2005	Denver, CO
	June 7-9, 2005	Washington, DC
	July 12-14, 2005	Washington, DC
♦ Project Management Applications	May 2-6, 2005	Denver, CO
	July 25-29, 2005	Washington, DC
	August 22-26, 2005	Washington, DC

Time: For specific class times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Tuition: DOI Employees \$5,320*
Other Federal Employees \$5,320*

***Total Program Cost (\$760 per course)**

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT**Advanced Topics in Writing:
Style Practices, Proofreading & Editing Techniques****Course Description:**

This participative course goes beyond basic grammar and punctuation principles, helping competent writers and reviewers learn to deal with complexities and problems that can make the difference between mediocre writing and excellent writing. During the first day, participants review individual writing style and learn techniques to refine their individual style. On day two, participants learn about proofing and editing, two important components of the writing process. This course provides participants the opportunity to practice proofing and editing using realistic exercises.

Learning objectives:

- ♦ Analyze structure of complex written material
- ♦ Refine knowledge of grammar and punctuation and hone word-choice skills
- ♦ Use mood and voice appropriately
- ♦ Choose and use appropriate references
- ♦ Identify and correct common errors in written work and revise problem sentences to improve readability
- ♦ Learn standard and alternative proofreading marks and apply appropriate levels of editing
- ♦ Take a constructive approach to discussing editing changes
- ♦ Demonstrate standard grammar and punctuation usage

Target Audience:

This course is appropriate for employees who want to strengthen their writing skills.

Dates/Location:

- ♦ January 19-20, 2005 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Written Communication

Tuition:	DOI Employees	\$210
	Other Federal Employees	\$210

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT

The Business of Writing: A Step-by-step Approach to Writing at Work

Course Description:

The best writers in all arenas follow some sort of writing process. This course will help participants develop their own step-by-step approach to on-the-job writing. Participants will practice writing email, memos, letters, brief reports, and other business documents, and receive individual suggestions for their writing. Points of grammar and usage will be covered as needed. Pre-course writing samples will help instructors adapt materials to class needs.

Learning objectives:

- ♦ Use an effective process in planning and writing
- ♦ State purpose, identify reader, and list major points
- ♦ Select an appropriate format (e.g., memo, letter, email) and use layout for organization and visual effect
- ♦ Develop an effective structure
- ♦ Write clear, well-organized paragraphs
- ♦ Demonstrate standard grammar and punctuation usage

Target Audience:

This course is appropriate for employees who want to strengthen their writing skills.

Dates/Locations:

- | | |
|-------------------------|----------------|
| ♦ November 2-3, 2004 | Anchorage, AK |
| ♦ December 14-15, 2004 | Washington, DC |
| ♦ May 24-25, 2005 | Denver, CO |
| ♦ September 13-14, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Written Communication

Tuition: DOI Employees	\$195
Other Federal Employees	\$195

BUSINESS SKILLS AND PROFESSIONAL DEVELOPMENT**Effective Presentations****Course Description:**

Participants will practice techniques for developing and enhancing their presentation skills. This hands-on workshop will offer an opportunity to prepare, practice, and deliver short presentations in a safe and supportive environment. Feedback will be offered in the form of self, peer, and instructor evaluation. The course uses videotaping for assessment and improvement. Individuals will be encouraged to set goals based on the feedback.

Learning Objectives:

- ♦ Design a presentation
- ♦ Develop a natural presentation style
- ♦ Use of mind-mapping to clarify purpose, profile audience, and organize content
- ♦ Select relevant and appropriate visual aids
- ♦ Practice stress-relieving techniques for increasing spontaneity

Target Audience:

All Federal employees who may find it necessary to make presentations, whether it be at staff meetings or as a keynote speaker.

Dates/Locations:

- | | |
|--------------------|-----------------|
| ♦ May 25-26, 2005 | Washington, DC |
| ♦ July 20-21, 2005 | Albuquerque, NM |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Oral Communication

Tuition: DOI Employees	\$210
Other Federal Employees	\$210

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT**Facilitation Skills****Course Description:**

Recognizing individual, group and team behaviors is a critical component to effective facilitation. Participants in this course will practice using the right skills, at the right time, to get the right results. This course prepares participants to facilitate both simple and complex subject matter, to recognize dialogue, debate, and make decisions.

Learning objectives:

- ♦ Recognize individual, group, and team behaviors
- ♦ Identify the appropriate skills to use in specific situations to get the best results
- ♦ Apply basic facilitation techniques in role-play situations to participate in dialogue, debates, and decision-making

Target Audience:

This course is appropriate for employees who want to strengthen their writing skills.

Dates/Location:

- ♦ July 13-14, 2005 Anchorage, AK

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Written Communication

Tuition:	DOI Employees	\$195
	Other Federal Employees	\$195

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT**Writing About Technical Subjects****Course Description:**

Technical subjects present a special challenge to the writer. This course is designed to enable participants to analyze and comprehend effective language use and apply this comprehension in sentence and paragraph development; to collect, evaluate, and interpret information for technical reports; and to organize information into clear, concise and accurate technical forms. In this course, participants use the writing process to present a set of technical data to a variety of readers. Instructors will offer individual comments on pre-course writing samples and in-class work.

Learning objectives:

- ♦ Write clear, readable technical documents
- ♦ Adapt and follow a standard writing process
- ♦ Identify and clearly state purpose
- ♦ Write to the technical level of your readers; reduce jargon
- ♦ Present appropriate data clearly; use graphics effectively
- ♦ Demonstrate standard grammar and punctuation usage

Target Audience:

All federal employees wanting to improve their capability to organize, write, and edit technical documents and reports.

Dates/Location:

- ♦ April 12-13, 2005 Washington, DC

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Written Communication

Tuition:	DOI Employees	\$210
	Other Federal Employees	\$210

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT

Writing Foundations I: Basics in Grammar, Punctuation, and Word Usage

Course Description:

In this two-day course, participants learn to improve the correctness of their writing by reviewing English grammar and punctuation. They will practice writing correct sentences, and learn to recognize and avoid the most-common errors in English usage. In addition, they will review spelling rules and exceptions, as well as discover ways of remembering correct spelling and word-use. Employees who write, edit, or proofread, as well as those who are called upon to speak in public will find this a valuable refresher course in Basic English grammar, usage, and punctuation.

Learning objectives:

- ♦ Write clear, effective sentences
- ♦ Practice standard uses of punctuation marks
- ♦ Identify and correct common non-standard grammar patterns (e.g., subject-verb and pronoun-antecedent disagreement, who-whom errors, sentence fragments and splices)
- ♦ Understand and use active and passive voice effectively
- ♦ Follow standard patterns of capitalization and number use
- ♦ Identify 100 commonly misspelled words

Target Audience:

This class is designed for all Department of the Interior Employees who need to learn the fundamentals of grammar.

Dates/Locations:

- | | |
|------------------------|-----------------|
| ♦ October 6-7, 2004 | Washington, DC |
| ♦ December 14-15, 2004 | Anchorage, AK |
| ♦ February 1-2, 2005 | Albuquerque, NM |
| ♦ February 15-16, 2005 | Anchorage, AK |
| ♦ February 23-24, 2005 | Denver, CO |
| ♦ February 23-24, 2005 | Washington, DC |
| ♦ July 18-19, 2005 | Albuquerque, NM |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Written Communication; Attention to Detail; Organization

Tuition: DOI Employees None
 Other Federal Employees \$100

BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT**Writing Foundations II:
Choosing and Using Just the “Write” Word*****Course Description:***

People who can choose and use just the right words are more productive, and enjoy greater career success. In this course participants will learn how to build an effective vocabulary, and how to sharpen speech and writing skills by selecting the words that work best. Day two of this seminar focuses on thirty pairs of most frequently confused words like adverse-averse, flaunt-flout, regime-regimen, affect-effect. Participants will receive a clear explanation of the different word meanings, practice using them, and learn mnemonics for remembering them.

Learning objectives:

- ♦ Recognize importance of vocabulary to career success
- ♦ Use job-specific terms accurately
- ♦ Use common roots and prefixes as building blocks and spelling aids
- ♦ Recognize and use connotation and denotation in word choice
- ♦ Correctly use commonly misused words
- ♦ Choose and use appropriate references
- ♦ Plan for continuing vocabulary growth
- ♦ Identify problem pairs
- ♦ Analyze reasons for confusion
- ♦ Use terms correctly
- ♦ Develop effective memory aids

Target Audience:

DOI employees who want to improve spelling and communication skills

Dates/Locations:

- | | |
|-----------------------|----------------|
| ♦ November 9-10, 2004 | Washington, DC |
| ♦ March 15-16, 2005 | Washington, DC |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Written Communication; Listening

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Database Design & Development V****Course Description:**

Database Design & Development V continues where *Database Design & Development IV* ends. This is an additional course that allows the student to move into the world of basic programming. The course introduces Standard Query Language (SQL), which is used to refine how data is pulled from a database, and also introduces Visual Basic Applications (VBA).

Learning Objectives:

- ♦ Know the purpose of SQL
- ♦ Know the syntax of SQL
- ♦ Know the reserved (command) words of SQL
- ♦ Explore the VBA editor which comes with ACCESS[®]
- ♦ Learn to debug VBA and split a database

Target Audience: Departmentwide

Prerequisites: Database Design & Development IV

Dates/Location:

- ♦ December 7-9, 2004 Anchorage, AK (3 half-days)***

*** If attending course in Anchorage, please bring your own laptop loaded with Microsoft Access 2000 or later.

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees None
 Other Federal Employees \$100

COMPUTER**Database Tool:
Introduction to Microsoft Access 2002*****Course Description:***

This course introduces the basic skills necessary to present data in Access. It includes tasks such as creating relationships, using simple queries, modifying query results, and analyzing tables. Students will learn how to find, filter, and print data. You will learn how to create basic forms, reports, and use the online Help.

Learning Objectives:

- ♦ Discuss the concepts and terms related to a relational database management system
- ♦ Open a database or create a new database
- ♦ Design, create and save tables in a database to provide management information
- ♦ Modify the design layout of tables and queries in a database

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|--------------------------|----------------|
| ♦ October 19 - 20, 2004 | Washington, DC |
| ♦ November 16 - 17, 2004 | Washington, DC |
| ♦ February 2- 3, 2005 | Washington, DC |
| ♦ April 19 - 20, 2005 | Washington, DC |

Time: For specific class times and room locations go to ***www.doi.gov/training***

<i>Tuition:</i> DOI Employees	None
Other Federal Employees	\$200

COMPUTER**Database Tool: Intermediate Microsoft Access 2002****Course Description:**

This course builds upon the basic concepts of Access. It includes tasks to modify tables, set field properties, use operators in queries, design advanced queries, and create action queries. You will learn how to use advanced query wizards and advanced database features.

Learning Objectives:

- ♦ Define relationships and join tables in queries
- ♦ Use advanced report features
- ♦ Create a report in Design View and learn to save, open and close a report
- ♦ Use Advanced features of tables and queries

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Access 2002

Dates/Locations:

- | | |
|-----------------------|----------------|
| ♦ October 28-29, 2004 | Washington, DC |
| ♦ December 8-9, 2004 | Washington, DC |
| ♦ April 27-28, 2005 | Washington, DC |
| ♦ June 7-8, 2005 | Washington, DC |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$200

COMPUTER**Database Tool: Advanced Microsoft Access 2002****Course Description:**

This course introduces more in-depth advanced features of tables and queries in Access. Tasks include using charts, subforms/subreports, ActiveX controls, macros, and using switchboards. You will learn how to work with indexes, replicate databases, create custom toolbars, and use Access and the Internet.

Learning Objectives:

- ♦ Use ActiveX Controls and other forms techniques
- ♦ Design and create macros
- ♦ Export data to Excel and Word
- ♦ Use expressions in calculation controls, improve accuracy in forms, and work with subforms

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Access 2002 for Windows
Intermediate Microsoft Access 2002 for Windows

Dates/Locations:

- | | |
|------------------------|----------------|
| ♦ February 16-17, 2005 | Washington, DC |
| ♦ June 22-23, 2005 | Washington, DC |
| ♦ July 19-20, 2005 | Washington, DC |

Time: For specific class times and room locations go to [**www.doi.gov/training**](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$200

COMPUTER**Introduction to Microsoft Excel 2002****Course Description:**

This course introduces the basic skills necessary for productive development of workbooks to prepare worksheets for publication. It includes tasks to explore Excel, work with the Office Assistant, use basic workbook skills, and format text. You will learn how to create simple formulas, work with columns and rows, format cells, and use automatic formatting and styles.

Learning Objectives:

- ♦ Create, save, and retrieve an Excel 2002 worksheet
- ♦ Create simple formulas and use functions; use AutoSum, AutoCorrect and AutoCalculate
- ♦ Format text, numbers, cells and worksheets; use AutoFormat to change data appearance
- ♦ Distinguish between the use of Relative and Absolute Cell Referencing

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|-----------------------|--------------------------------|
| ♦ October 19-21, 2004 | Anchorage, AK (3 half-days)*** |
| ♦ October 26, 2004 | Washington, DC |
| ♦ November 2, 2004 | Washington, DC |
| ♦ January 5, 2005 | Washington, DC |
| ♦ March 7, 2005 | Washington, DC |
| ♦ May 24, 2005 | Washington, DC |
| ♦ June 15, 2005 | Washington, DC |
| ♦ July 14, 2005 | Washington, DC |
| ♦ June 2, 2004 | Washington, DC |

*** If attending course in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002.

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Intermediate Microsoft Excel 2002****Course Description:**

This course covers the features to manage data, worksheets, and workbooks. It includes tasks such as using large worksheets, multiple worksheets, and managing data and files. You will learn how to use range names, other functions, and filter data in a list. Participants will learn how to use HTML files and work with comments.

Learning Objectives:

- ♦ Sort list and find and replace data
- ♦ Create and format charts
- ♦ Edit multiple worksheets simultaneously
- ♦ Use AutoShapes and diagrams

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Excel 2002 for Windows

Dates/Locations:

- | | |
|----------------------|--------------------------------|
| ♦ October 27, 2004 | Washington, DC |
| ♦ November 2-4, 2004 | Anchorage, AK (3 half-days)*** |
| ♦ November 30, 2004 | Washington, DC |
| ♦ January 6, 2005 | Washington, DC |
| ♦ March 9, 2005 | Washington, DC |
| ♦ May 25, 2005 | Washington, DC |
| ♦ August 25, 2005 | Washington, DC |

*** If attending course in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002.

Time: For specific class times and room locations go to [**www.doi.gov/training**](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Advance Microsoft Excel 2002****Course Description:**

This course is designed to help students learn the more advanced features available in Excel 2002 for Windows. Students will become familiar with advanced formula construction techniques, more effective methods for creating formulas using arrays, and methods for organizing their worksheets using outlining and other techniques. You will learn methods to eliminate repetitive formatting and worksheet construction using styles and templates.

Learning Objectives:

- ♦ Use advanced functions including VLOOKUP AND HLOOKUP; use the IF function and the ISERROR function and use an AND condition with IF
- ♦ Create and modify pivot tables, view different levels of pivot table data, create lists of individual records or details in a pivot table, and understand the process of converting
- ♦ Excel crosstab table information into Excel 2002 pivot tables
- ♦ Analyze data using features available through the Excel 2002 for Windows Analysis ToolPak

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Excel 2002
Intermediate Microsoft Excel 2002

Dates/Locations:

- | | |
|----------------------|----------------|
| ♦ December 1, 2004 | Washington, DC |
| ♦ January 21, 2005 | Washington, DC |
| ♦ April 15, 2005 | Washington, DC |
| ♦ September 14, 2005 | Washington, DC |

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Introduction to Microsoft PowerPoint 2002****Course Description:**

This course explores the graphical presentation package used in the Windows environment. You will learn how to create a presentation and work with the Office Assistant using basic presentation skills.

Learning Objectives:

- ♦ Create and edit multiple presentation slides
- ♦ Use all options associated with Title and Bulleted slides; including text attributes
- ♦ Work with drawing objects
- ♦ Use Slide Show view and the online Help

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|---------------------|----------------|
| ♦ October 21, 2004 | Washington, DC |
| ♦ November 1, 2004 | Washington, DC |
| ♦ November 9, 2004 | Washington, DC |
| ♦ December 13, 2004 | Washington, DC |
| ♦ February 23, 2005 | Washington, DC |
| ♦ April 5, 2005 | Washington, DC |
| ♦ June 1, 2005 | Washington, DC |
| ♦ August 17, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Advanced Microsoft PowerPoint 2002****Course Description:**

This Advanced level course covers various editing tools that create effective presentations.

Participants will perform tasks such as creating basic charts, creating and using tables, and customizing presentations to present to an audience.

Learning Objectives:

- ♦ Set up the slide show, including timings, transitions and setting up a continuous loop
- ♦ Create custom charts, including changing the data in a series
- ♦ Edit and import charts
- ♦ Add special effects, including animation, sound and video

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft PowerPoint 2002

Dates/Locations:

- | | |
|---------------------|----------------|
| ♦ November 4, 2004 | Washington, DC |
| ♦ November 10, 2004 | Washington, DC |
| ♦ December 14, 2004 | Washington, DC |
| ♦ January 20, 2005 | Washington, DC |
| ♦ February 24, 2005 | Washington, DC |
| ♦ April 6, 2005 | Washington, DC |
| ♦ June 2, 2005 | Washington, DC |
| ♦ August 18, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Project Management Concepts****Course Description:**

This course is designed for students who are new to project management. You will learn how Project Management tools and techniques are used to establish, schedule, manage, and close a project. It addresses risk management and contingency planning as well as project reporting. This course does not make use of any particular project management software application, but focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

Learning Objectives:

- ♦ Explain the Project Life Cycle
- ♦ Discuss the role of Project Manager
- ♦ Identify what makes a project successful

Target Audience:

This course is designed for people who want to use Microsoft Project 2002 as a tool to streamline the projects they manage.

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|--------------------|----------------|
| ♦ January 10, 2005 | Washington, DC |
| ♦ January 25, 2005 | Washington, DC |
| ♦ March 2, 2005 | Washington, DC |
| ♦ May 16, 2005 | Washington, DC |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Introduction to Microsoft Project 2002****Course Description:**

This course is designed to provide the skills necessary to utilize the fundamental features within Microsoft Project 2002. You will learn how to schedule and organize tasks, adjust resources, assign costs, and work with the critical path.

Learning Objectives:

- ♦ Manage and start a project
- ♦ Assign task durations and set task constraints and resources
- ♦ Set a baseline and track progress against the baseline
- ♦ View the project on screen and print project reports

Target Audience:

This course is designed for people who want to use Microsoft Project 2002 as a tool to streamline the projects they manage.

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|-----------------------|--------------------------------|
| ♦ October 12-15, 2004 | Anchorage, AK (4 half-days)*** |
| ♦ January 11-12, 2005 | Washington, DC |
| ♦ January 26-27, 2005 | Washington, DC |
| ♦ March 3-4, 2005 | Washington, DC |
| ♦ May 17-18, 2005 | Washington, DC |

*** If attending course in Anchorage, please bring your own laptop loaded with Microsoft Project 2000 or later.

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Advanced Microsoft Project 2002****Course Description:**

This course is designed to provide students with the skills necessary to utilize most of the advanced features within Microsoft Project 2002. It will build upon knowledge gained in the introduction course, and give students the opportunity to work with the advanced features of a project plan.

Learning Objectives:

- ♦ Analyze multiple projects to apply advanced features
- ♦ Use baselines, project tracking, and distribute data
- ♦ Evaluate and finalize a project
- ♦ Use HTML and web features

Target Audience:

This course is designed for students who have a clear understanding of the introduction course and have a need to learn and use some of the advanced features of the application.

Prerequisites: Introduction to Microsoft Windows
Introduction Microsoft Project 2002

Dates/Locations:

- | | |
|----------------------|----------------|
| ♦ February 7-8, 2005 | Washington, DC |
| ♦ April 13-14, 2005 | Washington, DC |
| ♦ May 3-4, 2005 | Washington, DC |
| ♦ August 23-24, 2005 | Washington, DC |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$200

COMPUTER**Introduction to Microsoft Word 2002****Course Description:**

This course is an overview of the capabilities of Word 2002 as a word processing program for the individual with little or no previous experience. Class will include exercises designed to familiarize you with the many different features of Word 2002. You will learn how to use the basic commands and facilitate your understanding of how a word processing program can help you in your environment.

Learning Objectives:

- ♦ Create, edit, and save a document
- ♦ Perform operations with the mouse as well as the keyboard
- ♦ Create and edit headers, footers and page numbers
- ♦ Work with multiple documents in memory at the same time

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows

Dates/Locations:

- | | |
|----------------------|----------------|
| ♦ November 3, 2004 | Washington, DC |
| ♦ December 2, 2004 | Washington, DC |
| ♦ February 9, 2005 | Washington, DC |
| ♦ March 8, 2005 | Washington, DC |
| ♦ May 13, 2005 | Washington, DC |
| ♦ June 9, 2005 | Washington, DC |
| ♦ September 15, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Intermediate Microsoft Word 2002****Course Description:**

Intermediate Microsoft Word 2002 covers many of the features that can make everyday tasks quicker and easier. You will learn how to insert dates and symbols, use AutoFormat, edit tables, and apply borders and shading. This course covers several topics that will help you perform tasks more efficiently.

Learning Objectives:

- ♦ Format documents with newspaper-style columns
- ♦ Insert graphics and use charts and diagrams
- ♦ Use Word HTML features
- ♦ Prepare documents by merging one file with a separate data file

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Word 2002

Dates/Locations:

- | | |
|----------------------|----------------|
| ♦ December 7, 2004 | Washington, DC |
| ♦ February 10, 2005 | Washington, DC |
| ♦ March 16, 2005 | Washington, DC |
| ♦ May 19, 2005 | Washington, DC |
| ♦ July 12, 2005 | Washington, DC |
| ♦ September 16, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Advanced Microsoft Word 2002****Course Description:**

This course is designed for those who wish to increase their word processing skills in the areas of multi-page document management and desktop publishing. Participants will prepare a table of contents and index, set-up footnotes, revision marks, and insert annotation. You will be introduced to the use of programming using Word's macro capability, graphics and WordArt.

Learning Objectives:

- ♦ Import Excel spreadsheets and use macros and forms
- ♦ Sort table data and use formulas in tables
- ♦ Create and use Bookmarks
- ♦ Enhance text using WordArt
- ♦ Create master documents and customize Word preferences

Target Audience: Departmentwide

Prerequisites: Introduction to Microsoft Windows
Introduction to Microsoft Word 2002
Intermediate Microsoft Word 2002

Dates/Locations:

- | | |
|--------------------|----------------|
| ♦ January 13, 2005 | Washington, DC |
| ♦ March 17, 2005 | Washington, DC |
| ♦ June 10, 2005 | Washington, DC |
| ♦ July 13, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Upgrading to Microsoft Windows XP****Course Description:**

This course provides Windows users with the knowledge to upgrade their skills to the Windows XP environment. Students will discuss and use the new features of this operating system.

Learning Objectives:

- ♦ Explore new interface changes
- ♦ Use the Control Panel, start menu, taskbar, and the Search Companion
- ♦ Customize the desktop
- ♦ Explore changes to My Computer
- ♦ Use new file and folder features

Target Audience: Departmentwide

Prerequisites: A familiarity with personal computers and Windows 9x/2000

Dates/Locations:

- | | |
|---------------------|----------------|
| ♦ October 18, 2004 | Washington, DC |
| ♦ December 3, 2004 | Washington, DC |
| ♦ February 15, 2005 | Washington, DC |
| ♦ June 14, 2005 | Washington, DC |

Time: For specific class times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Tuition: DOI Employees	None
Other Federal Employees	\$100

COMPUTER**Introduction to HTML 4.0 I****Course Description:**

In the ever-changing world of web development, participants will learn how to use good HTML (Hypertext Markup Language) coding practices to create Web pages that work. In this course students learn concepts and do tasks that foster the transition from HTML to XHTML 1.0.

Learning Objectives:

- ♦ Use a text editor to set up both global and content structures of an HTML document
- ♦ Create links to locations within a site and out to other sites on the Internet
- ♦ Format Web page content by using both non-deprecated HTML tags and Cascading Style Sheets
- ♦ Incorporate graphics into Web pages as embedded images, links, and backgrounds

Target Audience:

Participants enrolling in this course should possess fundamental knowledge of personal computing and Internet technology.

Prerequisites: Introduction to Microsoft Windows
Internet Fundamentals

Dates/Location:

- ♦ March 22-23, 2005 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition:	DOI Employees	None
	Other Federal Employees	\$200

COMPUTER**Advanced HTML 4.0I****Course Description:**

This course teaches students how to work with forms, tables for layout and frames. It will also use CSS (Cascading Style Sheets) and introduce the use of scripts to add interactivity to a Web page. Students will learn how to create Web sites with a variety of HTML elements and attributes, and create well-formed code that complies with the XHTML standard.

Learning Objectives:

- ♦ Modify tables and create nested tables
- ♦ Create web forms with a variety of different controls
- ♦ Apply the meta tag and understand how JavaScript is embedded into HTML documents
- ♦ Use style sheets (CSS) to design Web documents

Target Audience:

Participants enrolling in this course should have a solid foundation in HTML basics or should already have taken the Introduction of this 2-part series.

Prerequisites: Introduction to Microsoft Windows
Introduction to HTML
Internet Fundamentals

Dates/Location:

- ♦ May11-12, 2005 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition:	DOI Employees	None
	Other Federal Employees	\$200

COMPUTER**Dreamweaver MX – Level I****Course Description:**

This course is designed to introduce you to the basics of Macromedia Dreamweaver MX Web development application.

Learning Objectives:

- ♦ Identify the basic issues concerning proper site
- ♦ Define a site in Dreamweaver to organize and maintain the Web pages
- ♦ Create a web page by typing text and applying character and paragraph formatting
- ♦ Use Site Panel to create and organize files and folders

Target Audience:

Primarily for new or prospective Web designers who want to use Macromedia Dreamweaver to create Web sites.

Prerequisites: Introduction to Microsoft Windows
Internet Fundamentals

Dates/Locations:

- ♦ April 7 - 8, 2005 Washington, DC
- ♦ July 26 - 27, 2005 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition: DOI Employees \$300
 Other Federal Employees \$300

FINANCIAL AND ACQUISITION MANAGEMENT**Advanced Simplified Acquisition Procedures****Course Description:**

This course provides experienced purchasing and contracting personnel operating under Part 13 of the FAR with updated and expanded information on simplified acquisition methods. Coverage includes: evaluation of quotes for award, administration of purchase orders and negotiation skills and techniques.

Learning Objectives:

- ♦ Receive legislative and regulatory updates
- ♦ Recognize pre-award issues, solicitation provisions and contract clauses
- ♦ Learn labor law requirements and negotiation techniques
- ♦ Monitor the RFQ process, contract payments and contract disputes

Target Audience:

Experienced Purchasing and Contracting personnel who have completed the Basic Simplified Acquisition Procedures course.

Dates/Locations:

- ♦ March 14-18, 2005 Denver, CO
- ♦ March 21-25, 2005 Washington, DC

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Simplified Acquisition Methods (FAI)

CPE Credits: 40

Tuition: \$325 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Assistance Agreements – Development and Award****Course Description:**

This class provides participants with an overview and understanding of the Federal Government's Assistance Agreements process. The course is based on the direction provided by the Federal Grant and Cooperative Agreement Act as modified by Public Law 106-107 and implemented by relevant OMB Circulars.

Learning Objectives:

- ♦ Understand and apply the Federal Grant and Cooperative Agreement Act and Office of Management and Budget Circulars
- ♦ Describe types of recipients and the process for selection
- ♦ Understand and apply cost principles
- ♦ Discuss administrative requirements and responsibilities

Target Audience:

This course is designed for obligating officials and program/resource personnel involved in the formation and award of assistance agreements.

Dates/Location:

- ♦ March 29-31, 2005 Anchorage, AK

Time: For specific class times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Competencies Addressed:

Federal Financial Assistance Process

CPE Credits: 24

Tuition: \$275 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Basic Simplified Acquisition Procedures****Course Description:**

This course provides the participant with current information on Simplified Acquisition Procedures and required sources. This information includes thresholds that currently apply to purchasing under the revised Part 8 and 13 of the FAR. It is suitable for new and experienced purchasing and contracting personnel.

Learning Objectives:

- ♦ Know the federal acquisition process
- ♦ Identify the Standards of Conduct for procurement officers
- ♦ Know how to acquire supplies from established sources on the open market
- ♦ Describe the use of Requirement Documents/Credit Cards/Blanket Purchase Agreements

Target Audience:

Employees making small purchases of goods and services available from Federal Supply Schedules or the open market within the simplified acquisition threshold.

Dates/Locations:

- | | |
|-----------------------|----------------|
| ♦ November 1-5, 2004 | Washington, DC |
| ♦ January 10-14, 2005 | Washington, DC |

Time: For specific times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Competencies Addressed:

Accountability; Financial Management

CPE Credits: 40

Tuition: \$325 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Basic Standard General Ledger Accounting****Course Description:**

This is a basic class for federal personnel who need to learn how to use the US Standard General Ledger to record budgetary and proprietary accounting events. This class will explain the basic structure of the standard posting entries and when they are applied.

Learning Objectives:

- ♦ Understand the legal requirements and OMB guidance for implementing the Standard General Ledger
- ♦ Describe the features of the Standard General Ledger
- ♦ Analyze and integrate the Standard General Ledger into the accounting cycle

Target Audience:

Accountants, Financial Specialists and Managers

Prerequisites: Individuals taking this class should have an understanding of basic accounting procedures and processes.

Dates/Locations:

- ♦ October 25-26, 2004 Denver, CO

Time: For specific times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Accountability; Financial Management

CPE Credits: 16

Tuition: \$390 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Budget and Accounting for Non-Financial Managers****Course Description:**

Since budgeting and accounting are primarily service functions, their output must be understood throughout the organization. This course is designed for the non-accountant whose position requires interaction with the budgeting and accounting functions or an elementary understanding of accounting and budgeting information. While the principles and standards of accounting will be emphasized, the actual techniques used to accumulate data (such as debits and credits) will not be addressed.

Learning Objectives:

- ♦ Describe the Federal budget process; accounting definitions, concepts, principles, and standards
- ♦ Describe the role of accounting and budgeting in agency management
- ♦ Understand the role of management accountability and control (OMB Circular 123)

Target Audience:

Federal employees in non-accounting positions who require an elementary understanding of budgeting and accounting processes and their output, such as management interns, program analysts, budget analysts, program managers, and supervisors.

Dates/Locations:

- | | |
|---------------------|-----------------|
| ♦ March 29-31, 2005 | Washington, DC |
| ♦ July 12-14, 2005 | Albuquerque, NM |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Accountability; Financial Management

Tuition: \$555 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Commercial Item Acquisition*****Course Description:***

This course provides information and an understanding of the Streamlining legislation and the implementing of changes to parts of the Federal Acquisition Regulation (FAR) dealing with commercial item acquisition.

Learning Objectives:

- ♦ Review of Streamlining Legislation
- ♦ Overview of changes to the FAR
- ♦ Definition and Procedures for commercial items
- ♦ Forms and clauses used
- ♦ Inspection and other administrative responsibilities
- ♦ The test program for certain commercial items

Target Audience:

Contracting Officers, purchasing agents and program personnel involved in the acquisition of supplies and services for their organizations.

Dates/Location:

- ♦ October 20-21, 2004 Albuquerque, NM

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Source selection planning (FAI)

CPE Credits: 16

Tuition: \$200 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Construction Contracting****Course Description:**

This course is based on Part 36 of the FAR and related clauses, and provides the participant with a complete and extensive look at Construction Contracting. This coverage includes planning for the project, specification and solicitation preparation, contract award and administration, and contract completion.

Learning Objectives:

- ♦ Understand the Pre-Solicitation and Solicitation phases
- ♦ Plan the project, evaluate bids and award contracts
- ♦ Understand the contract administration process, delays, modifications, remedies and contract closeout

Target Audience:

Individuals involved in the formation and administration of construction contracts.

Dates/Location:

- ♦ April 18-22, 2005 Denver, CO

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Refer to Federal Acquisition Institute (FAI) Contract Specialist Workbook

CPE Credits: 40

Tuition: \$325 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Contracting Officer's Representative Course (CORs, COTRs)
Basic Certification****Course Description:**

This comprehensive course is designed to provide non-contracting personnel with knowledge of the federal acquisition process as well as the knowledge and skills to execute their responsibilities as a representative of the contracting officer. The course presents an overview of the acquisition process and focuses on the COR and COTR delegation and responsibilities in addition to ethics in government contracting.

Learning Objectives:

- ♦ Know COR delegation and responsibilities
- ♦ Initiate the requirement and solicitation of offers
- ♦ Develop technical evaluation and source selection
- ♦ Monitor contractor performance and deal with unsatisfactory performance

Target Audience:

Non-contracting personnel with responsibilities as a representative of the contracting officer, including Contracting Officer's Representatives (CORs), Contracting Officer's Technical Representatives (COTR's), Technical Officers (TOs) and Project Officers (POs).

Dates/Locations:

- | | |
|-------------------------------|-----------------|
| ♦ October 4-8, 2004 | Anchorage, AK |
| ♦ October 25-29, 2004 | Washington, DC |
| ♦ December 6-10, 2004 | Denver, CO |
| ♦ January 31-February 4, 2005 | Albuquerque, NM |
| ♦ February 14-18, 2005 | Washington, DC |
| ♦ March 7-11, 2005 | Denver, CO |
| ♦ May 16-20, 2005 | Albuquerque, NM |
| ♦ August 15-19, 2005 | Albuquerque, NM |
| ♦ September 12-16, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

The competencies identified in the latest version of the Federal Acquisition Institute's "Contracting Officer's Representative Training Blueprints" are addressed in this course.

CPE Credits: 40

Tuition: DOI Employees	None
Non- DOI Employees	\$500

FINANCIAL AND ACQUISITION MANAGEMENT**COR/COTR 8 Hour Refresher****Course Description:**

This course provides the experienced COR/COTR with an update and review of the acquisition process. This session examines changes in contract clauses, regulations and legal decisions affecting those performing contract duties. Meets DOI certification requirements.

Learning Objectives:

- ♦ Overview of the federal acquisition process
- ♦ Review contract definitions and types
- ♦ Develop plan and schedule work
- ♦ Understand inspection, acceptance and closeout procedures

Target Audience:

Refresher training for individuals with contracting responsibilities in all career fields.

Prerequisites: Individuals must have completed a minimum of 24 hours of COR/COTR training.

Dates/Locations:

- | | |
|---------------------|-----------------|
| ♦ October 19, 2004 | Albuquerque, NM |
| ♦ October 21, 2004 | Washington, DC |
| ♦ November 8, 2004 | Anchorage, AK |
| ♦ January 27, 2005 | Denver, CO |
| ♦ February 23, 2005 | Fairbanks, AK |
| ♦ March 15, 2005 | Anchorage, AK |
| ♦ March 17, 2005 | Washington, DC |
| ♦ May 10, 2005 | Albuquerque, NM |
| ♦ May 18, 2005 | Denver, CO |
| ♦ September 7, 2005 | Washington, DC |

Time: For specific time and room location go to www.doi.gov/training

Competencies Addressed:

Refer to Federal Acquisition Institute (FAI) Contract Specialist Workbook

CPE Credits: 8

Tuition: DOI Employees None
 Other Federal Employees \$100

FINANCIAL AND ACQUISITION MANAGEMENT**Developing Performance-Based Work Statements****Course Description:**

This three-day workshop provides the participant with information and practical guidance on the development and use of performance-based work statements as required by the Federal Acquisition Regulation. The coverage includes an overview of the process, the linkage of sections of the contract, setting performance requirements and the hands-on opportunity to review local problems and situations.

Learning Objectives:

- ♦ Discuss the policies and procedures governing the use of performance work statements
- ♦ Describe and write statements of work and quality assurance plans
- ♦ Monitor contract performance and developing incentives
- ♦ Administer a performance-based contract

Target Audience:

This course is for all personnel involved in the acquisition process, including Contracting Officers and COR's.

Dates/Locations:

- ♦ January 24-26, 2005 Denver, CO
- ♦ May 11-13, 2005 Albuquerque, NM

Time: For specific times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Analysis of requirements (FAI)

CPE Credits: 24

Tuition: \$265 for all employees

NOTE: Students are encouraged to bring an example or an in-progress PWS to class.

FINANCIAL AND ACQUISITION MANAGEMENT**FACTS I and Federal Form and Content Reports****Course Description:**

This is an intermediate level class for federal personnel who need to understand the Federal reporting systems for proprietary accounts and formats for the General Purpose Federal Financial Reports. This course will discuss the preparation and reporting of data to the Treasury Department via Federal Agencies' Centralized Trial Balance System I (FACTS I).

Learning Objectives:

- ♦ Understand and apply how the Federal Agencies' Centralized Trial Balance System (FACTS I) is currently reported with its procedures and edits
- ♦ Describe in detail each of the six basic financial reports
- ♦ Develop the format and content of the consolidated agency reports

Target Audience:

Budget, finance and accounting personnel and auditors

Prerequisites:

Basic or Intermediate Standard General Ledger.

Dates/Locations:

- ♦ October 27-28, 2004 Denver, CO

Time: For specific times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Federal Budget and Accounting Concepts and Standards; Federal Financial Statements and Reports

CPE Credits: 16

Tuition: \$390 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**FACTS II Reporting****Course Description:**

This is an intermediate level class for federal personnel who need to understand the federal reporting systems for budgetary accounts. This course will discuss the tracking of budgetary data within the agency and the reporting of that data to the Treasury Department via Federal Agencies' Centralized Trial Balance System (FACTS) II transmissions.

Learning Objectives:

- ♦ Understand and apply how the Federal Agencies' Centralized Trial Balance System II (FACTS II) is currently reported with its procedures and edits
- ♦ Understand the impact of budgetary reporting on agency operations
- ♦ Develop the format and content of the consolidated agency reports

Target Audience:

Budget, finance and accounting personnel and auditors

Prerequisites:

Basic or Intermediate Standard General Ledger. Budget and Accounting Concepts

Dates/Locations:

- ♦ January 26-27, 2005 Denver, CO

Time: For specific times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Federal Budget and Accounting Concepts and Standards; Federal Financial Statements and Reports

CPE Credits: 16

Tuition: \$390 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Federal Appropriations Law****Course Description:**

This course introduces the Federal budget process, the different types of authority, and basic controls and restrictions that limit the use of Federal resources. Course discussion will include: The Anti-Deficiency Act, appropriations and resource classifications, fundamentals of appropriations law, management discretion, and comptroller decisions and guidance.

Learning Objectives:

- ♦ Describe the structure and components of Federal Appropriations Law
- ♦ Describe Agency discretion in the creation of law and regulations
- ♦ Describe the components and application of Purpose, Time, and Amount as it pertains to Federal Appropriations Law
- ♦ Describe the time of Obligations and effects of violating Congressionally mandated controls and laws

Target Audience:

Contracting Officers and acquisition personnel; budget and accounting managers

Dates/Locations:

- | | |
|------------------------|-----------------|
| ♦ December 1-2, 2004 | Washington, DC |
| ♦ December 7-8, 2004 | Anchorage, AK |
| ♦ January 11-12, 2005 | Albuquerque, NM |
| ♦ February 17-18, 2005 | Denver, CO |
| ♦ April 5-6, 2005 | Washington, DC |

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

CPE Credits: 16

Tuition: \$390 for all employees

11 1 1 6 1 1 1

◆ Describe the Federal Reserve

[illegible]

FINANCIAL AND ACQUISITION MANAGEMENT**Standard General Ledger (Advanced)****Course Description:**

This course is an advanced level course designed to provide students with instruction in the more advanced concepts of U.S. Standard General Ledger. The course discusses the periodic pre-closing and closing entries along with the structure of U.S. Standard General Ledger accounts that should remain. It discusses the flow of accounting transactions through the expired years of an appropriate and the final canceling entries. Unlike the basic and intermediate course, this course will cover the intricacies of current year accounting adjustments to standard transactions along with the entries for interagency and inter-entity transfers of assets and funds

Learning Objectives:

- ♦ Identify attributes of the SGL
- ♦ Use the SGL at the transaction level to execute accounting cycle
- ♦ Analyze key accounting events

Target Audience:

Accountants, accounting technicians, budget personnel and accounting managers

Prerequisites: Basic or Intermediate Standard General Ledger

Dates/Location:

- ♦ January 24-25, 2005 Denver, CO

Time: For specific class times and room locations, go to [**www.doi.gov/training**](http://www.doi.gov/training)

Competencies Addressed:

Federal Accounting; Basic Government Accounting/Operations; Planning, Budgeting; Accountability/Business Practices

CPE Credits: 16

Tuition: \$390 for all employees

FINANCIAL AND ACQUISITION MANAGEMENT**Temporary Duty (TDY) Travel****Course Description:**

This course provides participants with an opportunity to better understand the Federal Travel Regulations and get up-to-date information on recent changes. The course focuses on temporary duty travel allowances and responsibilities in the various areas of civilian travel.

Learning Objectives:

- ♦ Identify and apply the rules as prescribed in the Federal Travel Regulations
- ♦ Identify reimbursements for civilian employees on official business
- ♦ Determine transportation allowances advantageous to the government
- ♦ Determine requirements for submitting voucher claims

Target Audience:

All employees who are involved in travel management, supervisors, authorizing/certifying officials and frequent travelers.

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Dates/Locations:

- | | |
|-----------------------|-----------------|
| ♦ February 1-4, 2005 | Anchorage, AK |
| ♦ February 7-10, 2005 | Fairbanks, AK |
| ♦ June 21-22, 2005 | Albuquerque, NM |
| ♦ July 19-20, 2005 | Washington, DC |
| ♦ August 9-10, 2005 | Denver, CO |

Tuition: DOI Employees	None
Other Federal Employees	\$200

FINANCIAL AND ACQUISITION MANAGEMENT**Understanding Budget Formulation and Execution****Course Description:**

This course is designed to take participants through the budget formulation and execution process, while providing effective tools and techniques for implementation.

Learning Objectives:

- ♦ Recognize federal budgeting, appropriations and their after-life, apportionments, allotments, expenditures, commitments and obligations; and formulas
- ♦ Prepare a budget
- ♦ Know the importance of analysis
- ♦ Construct a budget and prepare supporting documentation

Target Audience:

Budget, program and administrative personnel, analysts, managers and supervisors, and other federal employees involved with budget preparation.

Dates/Locations:

- ♦ January 31-February 3, 2005 Washington, DC
- ♦ June 6-9, 2005 Denver, CO
- ♦ August 8-11, 2005 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Budget Concepts and Processes; Planning, Budgeting and Accountability/Business Practices

CPE Credits: 16

Tuition: \$345 for all employees

- ♦ January 26 - February 6, 2004 Denver, CO

FPPS/PAYROLL CLASSES

The following courses are offered through NBC Denver and are scheduled on a quarterly basis. For the most recent course schedules, please go to the DOIU website at www.doi.gov/training. For registration information, please call the National Business Center, Planning and Performance Support Office at 303-969-5594.

Quicktime Time and Attendance (T&A) Web-based Training

Quicktime is a web-based automated time and attendance (T&A) system that allows employee entry of time, as well as traditional timekeeper data entry. There are four modules of instructor-led training for the different roles within the Quicktime software.

Administrator Module**6 hours**

The Quicktime administrator module provides instruction on how to establish and maintain system configuration, to maintain passwords, to add employees, to define employee relationships, to set up offices, to produce interface files with the Federal Personnel/Payroll System (FPPS), and to run reports.

Learning Objectives:

Gain specific knowledge and experience using the Quicktime automated system covering the role of an administrator.

Target Audience:

Employees, NBC customers and clients who have little or no experience using the Quicktime automated system.

Timekeeper Module**4 hours**

The Quicktime timekeeper module provides instruction for on how to establish employee profiles, to validate employee time and attendance (T&A) online records, and to maintain historical T&A records in a timely manner.

Learning Objectives:

Gain specific knowledge and experience using the Quicktime automated system covering the responsibilities and duties of a timekeeper.

Target Audience:

Employees with T&A administrator responsibilities who have little or no experience using the Quicktime automated system.

Certifier Module**2 hours**

The Quicktime Certifier module provides instruction on how to certify the accuracy of employees' biweekly time and attendance (T&A) online records, to approve or disapprove leave and extra hours requests, and to run reports.

Learning Objectives:

Gain specific knowledge and experience using the Quicktime automated system covering the role of a certifier.

Target Audience:

Employees with certifier responsibilities who have little or no experience using the Quicktime automated system.

Employee Module**2 hours**

The Quicktime employee module provides instruction on how to input and to verify a biweekly time and attendance (T&A) record online, and to enter leave and extra hours requests.

Learning Objectives:

Gain specific knowledge and experience using the Quicktime automated system covering the role of an employee.

Target Audience:

Employees who have little or no experience using the Quicktime automated system.

Federal Personnel/Payroll System (FPPS) Training

Web FPPS Requesting Office (RO) (using a web browser)**4 hours**

Class exercises cover how to initiate, change, and track an SF-52 generated by the RO using a web browser.

Learning Objectives:

Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS).

Target Audience:

Employees working in an RO who have little or no experience using the FPPS to process actions.

FPPS Requesting Office (RO) (using 3270 screen emulation)**4 hours**

Class exercises cover how to initiate, change, and track an SF-52 generated by the RO using 3270 screen emulation.

Learning Objectives:

Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS).

Target Audience:

Employees working in an RO who have little or no experience using the FPPS to process actions.

Web FPPS Servicing Personnel Office (SPO) (using a web browser)**2 days**

Class exercises cover how to process the most common types of SF-52s and how to maintain employee and position information using a web browser. Note: This class does not cover the Requesting Office (RO) processes – see Web FPPS Requesting Office (RO).

Learning Objectives:

Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS).

Target Audience:

Employees working in a SPO who have little or no experience using the FPPS to process actions.

FPPS Servicing Personnel Office (SPO) (using 3270 screen emulation)**2 days**

Class exercises cover the commands used to process the most common types of SF-52s and how to maintain employee and position information using 3270 screen emulation.

Note: This class does not cover the Requesting Office (RO) processes – see FPPS Requesting Office (RO).

Learning Objectives:

Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS).

Target Audience:

Employees working in a SPO who have little or no experience using the FPPS to process actions.

Web FPPS Time and Attendance (T&A) (using a web browser)**1 day**

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using a web browser. Class exercises cover how to initiate, change, reassign, certify, release, and track a T&A.

Note: *This class does not cover pay update processes.*

Learning Objectives:

Gain specific knowledge and experience processing employee time and attendance (T&A) records through the online, integrated, real-time FPPS.

Target Audience:

Timekeepers responsible for processing time and attendance (T&A) records who have little or no experience using the FPPS T&A Input System.

FPPS Time and Attendance (T&A) (using 3270 screen emulation)**1 day**

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using 3270 screen emulation. Class exercises cover how to initiate, change, reassign, certify, release, and track a T&A.

Note: *This class does not cover pay update processes.*

Learning Objectives:

Gain specific knowledge and experience processing employee time and attendance (T&A) records through the online, integrated, real-time FPPS.

Target Audience:

Timekeepers responsible for processing T&A records who have little or no experience using the FPPS T&A Input System.

Web FPPS Security (using a web browser)**2 days**

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using a web browser, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objectives:

Gain specific knowledge and experience establishing and maintaining offices, users-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS.

Target Audience:

Employees who are designated as their agency Security Administrators and/or their agency Security Points-of-Contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths.

FPPS Security (using 3270 screen emulation)**2 days**

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using 3270 screen emulation, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objectives:

Gain specific knowledge and experience establishing and maintaining offices, users-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS.

Target Audience:

Employees who are designated as their agency Security Administrators and/or their agency Security Points-of-Contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths.

FPPS Security Planning Workshop**2 days**

This planning workshop is designed to provide Federal Personnel/Payroll System (FPPS) clients with information covering all aspects of the FPPS Security Administrator and Security Point of Contact (SPOC) responsibilities prior to implementation onto the FPPS. Students will participate in discussions and work through exercises to establish new user ids, reset passwords, identify office types, office printers, user types, data access definitions, FPPS command selections, Servicing Personnel Office screen selections, signature authorities, and route path requirements for their agency as well as the options that exist for processing personnel actions. Discussion of security for timekeepers to define their roles and responsibilities will also be covered if applicable to the agency.

Learning Objectives:

Gain specific knowledge and experience establishing and maintaining offices, users-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS.

Target Audience:

Employees designated as Security Administrators and/or Security Points-of-Contact with little or no experience using the FPPS. This workshop should be attended prior to implementation onto the FPPS and prior to taking the Web FPPS Security training.

Basic Datamart**2 days**

This 2-day class is designed to teach end-users how to build queries and reports using the Federal Personnel/Payroll (FPPS) Datamart Brio Insight product. Participants access Brio query documents from the web. Students learn how to build queries using pre-built data models, create reports, and analyze data. A number of exercises are provided throughout the class to reinforce the topics learned. *Prerequisites - knowledge of FPPS data, Windows experience, and some query experience*

Learning Objectives:

Gain specific knowledge and experience extracting data from FPPS Datamart by creating and modifying various queries using ad-hoc data models and to manipulate, modify, and format the data.

Target Audience:

DOI employees, NBC customers and clients required to query and to create reports with FPPS data.

Advanced Datamart**2 days**

This class is designed for users with prior experience using the Federal Personnel/Payroll System (FPPS) Datamart Brio Insight product. Course content will expose the student to the advanced features and functions of this Web-based application. Students will use a web browser in a hands-on environment to access the FPPS DataMart. Structured practical exercises will allow students to re-enforce the information and concepts presented. Students will create queries, tables, pivots, charts, and reports. Query data will then be manipulated, modified, and formatted, using all five adaptive report levels for analysis of the information. *Prerequisite - Basic Brio Insight*

Learning Objectives:

Gain specific knowledge and experience using the advanced features and techniques of the Brio Insight application. Tables, pivots, and various charts will also be covered and used to build a comprehensive report, which incorporates the elements of all of the adaptive levels within Brio Insight. Information will also be presented on the analysis of the data.

Target Audience:

DOI employees, NBC customers and clients required to query, to create reports, and to analyze FPPS data.

FPPS/PAYROLL CLASSES**Timekeeper Training (FPPS T&A Training)****I 1/2 days****Course Description:**

This course provides a broad overview of timekeeper procedures, rules and regulations including pay and leave procedures, work schedules, hazard pay coding, and **FPPS** pay codes. Students will be given the opportunity to practice the preparation of Time and Attendance reports and the corrected T&A process.

Learning Objectives:

- ♦ Understand FPPS pay codes
- ♦ Apply rules and regulations for appropriate T&A coding for basic codes to more advance premium and differential codes
- ♦ Competence in T&A preparation and the amended T&A process
- ♦ Navigation of the **FPPS T&A** system and applicable commands

Target Audience:

New and experienced timekeepers

Date/Location: For specific locations go to ***www.doi.gov/training***

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition: DOI Employees \$225

FPPS/PAYROLL CLASSES**TimeKeeper Training (QuickTime)****1 1/2 days****Course Description:**

This course provides a broad overview of timekeeper procedures, rules and regulations including pay and leave procedures, work schedules, hazard pay coding, and **QuickTime** pay codes. Students will be given the opportunity to practice the preparation of Time and Attendance reports and the corrected T&A process.

Learning Objectives:

- ♦ Understand FPPS pay codes
- ♦ Apply rules and regulations for appropriate T&A coding for basic codes to more advance premium and differential codes
- ♦ Competence in T&A preparation and the amended T&A process
- ♦ Navigation of the **QuickTime T&A** system

Target Audience:

New and experienced timekeepers

Date/Location: For specific locations go to ***www.doi.gov/training***

Time: For specific class times and room locations go to ***www.doi.gov/training***

Tuition: DOI Employees \$225

This is a work-in-progress about federal employment law. It is designed to give the

► Determine whether the function is concave up or concave down

[illegible]

UPD: $\{0\}$, $\{1\}$, $\{0, 1\}$, $\{0, 1, 2\}$, $\{0, 1, 2, 3\}$, $\{0, 1, 2, 3, 4\}$

HUMAN RESOURCES MANAGEMENT**Employee Relations for Practitioners****Course Description:**

This course provides the HR specialist the information and skills to assist managers and supervisors in dealing with real-life employee relations issues and situations. It also provides advice and assistance on moving cases forward so that they can be won if appealed to MSPB or an arbitrator.

Learning Objectives:

- ♦ Define performance based actions and disciplinary actions
- ♦ Identify actions for unacceptable performance
- ♦ Explain principles of discipline applied by third parties
- ♦ Define the difference between disciplinary and performance counseling

Target Audience:

HR specialists or assistants assigned to the employee relations function

Prerequisites: None**Dates/Location:**

- ♦ June 14-16, 2005 Denver, CO

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

HR Principles and Practices; Customer Oriented; Applied Business Procedures;
HR Technology; Manages Resources; Consults; Analyzes; Influences Others

CPE Credits: N/A

Tuition:	DOI Employees	\$305
	Other Federal Employees	\$305

HUMAN RESOURCES MANAGEMENT**Position Classification for Practitioners****Course Description:**

As positions are established, reviewed, and revised the individuals involved in this process require a working knowledge of the system and their responsibilities. This course provides participants with an understanding of their responsibilities in the area of position classification. It gives specialists the background and guidance to effectively employ good classification and position management skills to improve their organization.

Learning Objectives:

- ♦ Explain job evaluation, the Federal Wage System, General Schedule System, and the classification appeal process
- ♦ Write position descriptions and position evaluation statements
- ♦ Perform data collection for position classification
- ♦ Classify mixed positions, positions with no directly applicable standard, and supervisory and leader positions

Target Audience:

HR specialists or others who have been delegated position classification authority

Prerequisites: None**Dates/Location:**

- ♦ March 14-18, 2005 Albuquerque, NM

Time: For specific class times and room locations go to [**www.doi.gov/training**](http://www.doi.gov/training)

Competencies Addressed:

HR Principles and Practices; Customer Oriented; Applied Business Procedures; HR Technology; Manages Resources; Consults; Analyzes; Influences Others

CPE Credits: N/A

Tuition:	DOI Employees	\$400
	Other Federal Employees	\$400

HUMAN RESOURCES MANAGEMENT**Position Classification for Supervisors and Administrative Staff****Course Description:**

This two-day course will provide supervisors and staff with relevant, job-related information on the preparation and evaluation of job descriptions. It covers the underlying principles related to position management and differentiates standards and elements.

Learning Objectives:

- ♦ Prepare well-written position descriptions
- ♦ Interpret and apply classification standards and guides
- ♦ Utilize the Federal Wage System and the General Schedule System
- ♦ Select occupational groups and series
- ♦ Prepare an evaluation statement
- ♦ Evaluate supervisory and lead positions

Target Audience:

Managers, supervisors and others dealing with job-related information

Prerequisites: None**Dates/Location:**

- ♦ June 7-8, 2005 Anchorage, AK

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Human Resources Management; Written Communications

CPE Credits: N/A

Tuition: DOI Employees	\$490
Other Federal Employees	\$490

HUMAN RESOURCES MANAGEMENT**Retirement Planning****Course Description:**

This course presents information about Federal benefits and explores options to maximize those benefits. All aspects of FERS, CSRS, Transfers, and CSRS-Offset employees and programs are examined. Participants learn about financial planning and how to become wise financial consumers. The seminar is designed for those within 10-15 years of retirement.

Learning Objectives:

- ♦ Understand the current Federal retirement benefits and proposed legislation
- ♦ Understand financial principles, financial risks and investments
- ♦ Recognize impact of Social Security on retirement planning
- ♦ Understand TSP
- ♦ Understand estate planning and legal issues, wills, trusts and power of attorneys
- ♦ Transitioning into retirement and second careers

Target Audience:

All Federal employees needing a plan for a smooth transition into retirement. This course will provide the most benefit for those within 10-15 years of retirement.

Prerequisites: None

Time: For specific class times and room locations go to www.doi.gov/training

Dates/Locations:

- | | |
|------------------------|-----------------|
| ♦ October 19-20, 2004 | Washington, DC |
| ♦ December 1-2, 2004 | Denver, CO |
| ♦ December 14-15, 2004 | Albuquerque, NM |
| ♦ January 25-26, 2005 | Washington, DC |
| ♦ March 1-2, 2005 | Albuquerque, NM |
| ♦ April 6-7, 2005 | Denver, CO |
| ♦ April 19-20, 2005 | Washington, DC |
| ♦ May 10-11, 2005 | Albuquerque, NM |
| ♦ July 26-27, 2005 | Washington, DC |
| ♦ August 2-3, 2005 | Denver, CO |
| ♦ August 23-24, 2005 | Albuquerque, NM |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed: N/A

CPE Credits: N/A

Tuition: DOI Employees	None
Other Federal Employees	\$200

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Basic 40-Hour Supervision****Course Description:**

This five-day course is designed for supervisors, managers and team leaders who want to develop and sharpen their supervisory skills and create high-performance cultures. Course topics include: hiring the right people, managing employee performance, developing talent, assigning the right duties and maintaining discipline. Meets DOI supervisory training requirements.

Learning Objectives:

- ♦ Review merit system principles
- ♦ Distinguish the supervisor's role in performance management, rewarding employees, and discipline and controlling absenteeism
- ♦ Identify responsibilities in the areas of staffing, promotion, classification and position management
- ♦ Discuss labor-management relations, EEO, diversity, and ethics

Target Audience:

All Federal managers, supervisors, group/team leaders

Prerequisites: None**Dates/Locations:**

- | | |
|------------------------|-----------------|
| ♦ November 15-19, 2004 | Washington, DC |
| ♦ December 6-10, 2004 | Denver, CO |
| ♦ February 7-11, 2005 | Washington, DC |
| ♦ March 7-11, 2005 | Albuquerque, NM |
| ♦ May 9-13, 2005 | Washington, DC |
| ♦ May 16-20, 2005 | Denver, CO |
| ♦ June 13-17, 2005 | Anchorage, AK |
| ♦ August 1-5, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Human Resources Management

CPE Credits: N/A

Tuition: DOI Employees	None
Other Federal Employees	\$500

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Conduct Issues and Managing Problem Employees****Course Description:**

Acts of misconduct such as absenteeism, leave abuse, insubordination intimidating co-workers, and substance abuse are among the problems that federal supervisors must handle quickly, effectively and confidently. This course gives participants the knowledge and skills to deal with employee misconduct.

Learning Objectives:

- ♦ Distinguish between conduct and performance issues
- ♦ Know the steps of constructive discipline
- ♦ Conduct constructive conduct and disciplinary discussions
- ♦ Demonstrate preventive strategies for deterring employee misconduct
- ♦ Recommend and initiate appropriate disciplinary actions

Target Audience:

Supervisors, managers, team/group leaders

Prerequisites: None**Dates/Locations:**

- | | |
|----------------------|----------------|
| ♦ December 7-8, 2004 | Washington, DC |
| ♦ March 7-8, 2005 | Washington, DC |
| ♦ June 7-8, 2005 | Washington, DC |

Time: For specific time and room location go to ***www.doi.gov/training***

Competencies Addressed:

Human Resources Management

CPE Credits: N/A

Tuition: DOI Employees	\$255
Other Federal Employees	\$255

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Considering a Career in Supervision****Course Description:**

This course helps the soon-to-be supervisor assess their ability and willingness to accept the responsibility, accountability and challenges of the position. Participant expectations are shared and challenged to establish parameters of understanding consistent with the realities of supervising. Issues of supervising former teammates, a much older or younger staff, being compared to the former supervisor, misconceptions that everyone will just do their job, and being accountable for more than one will be addressed.

Learning Objectives :

- ♦ Understand what you believe supervision involves
- ♦ Understand what is expected from a supervisor
- ♦ Understand the differences between single and multiple accountability
- ♦ Understand the needed competencies to succeed at the position
- ♦ Understand there are several unseen elements that influence your effectiveness
- ♦ Assessing your willingness to undertake the position

Target Audience:

All DOI employees considering taking on the responsibilities of supervision. This course will provide the most benefit for those about to be promoted into supervisory positions.

Prerequisites: None

Date/Location:

- ♦ October 26, 2004 Washington, DC

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Continual Learning; Cultural Awareness; Customer Service; Interpersonal Skills

CPE Credits: N/A

Tuition: DOI Employees	\$100
Other Federal Employees	\$100

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Creating Effective Partnerships: Communication, Consultation, Cooperation for Conservation and Community

Course Description:

This fast-paced, application oriented workshop is targeted at meeting the needs of participants who have the responsibility to move the Department's mission forward with both internal and external constituents. This workshop discusses the DOI focus on conservation through partnerships and teaches the skill for ensuring each partnership effort is productive and mutually satisfying. A 4-step model for building rapport, finding common ground, identifying opportunities for mutual gain, and creating effective partnerships form the basis for this class. Students will learn a set of practical tools for ensuring partnership success. During the workshop, participants will have the opportunity to explore their current and future work situations that require or will require collaboration. Using small group discussion, case studies, and exercises, workshop attendees will practice the skills of starting up, sustaining, and repairing collaborative/partnership efforts to ensure long-term success.

Learning Objectives :

- ♦ Understand the Department's focus on conservation through partnership
- ♦ Understand how to quickly build rapport, build trust, and sustain effective collaboration with others, even when interests vary
- ♦ Learn how to find common ground from which to build solutions
- ♦ Learn what it takes to operate effectively in an ambiguous and political environment

Target Audience:

Any DOI employee who interacts with the public to develop meaningful relationships and collaborative partnerships.

Prerequisites: None

Dates/Locations:

- | | |
|-----------------------|-----------------|
| ♦ October 12-14, 2004 | Washington, DC |
| ♦ March 22-24, 2005 | Albuquerque, NM |
| ♦ April 25-27, 2005 | Denver, CO |

Time: For specific class times and room locations go to [**www.doi.gov/training**](http://www.doi.gov/training)

Competencies Addressed:

Partnering

CPE Credits: N/A

Tuition: DOI Employees	None
Other Federal Employees	\$300

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Effective Delegation****Course Description:**

This workshop provides clear and simple steps for improving your ability to delegate. The course is designed to emphasize the skill of delegation and how to approach this critical management skill. Participants will increase their ability to get the work done while developing capability in others. Students learn the ten steps to successful delegation, a proven approach for delegating the appropriate level of authority, and how to create more time to concentrate on the work of managing.

Learning Objectives:

- ♦ Learn how to apply a set of tools and approaches for delegating successfully
- ♦ Find ways to increase motivation and follow through
- ♦ Learn ways to build capacity within your staff
- ♦ Gain an understanding of how individual style plays into effective delegation

Target Audience:

Manager, supervisors, team leaders and anyone who must accomplish work through others

Prerequisites: None**Date/Location:**

- ♦ February 15, 2005 Albuquerque, NM

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Influencing/Negotiating

CPE Credits: N/A

Tuition:	DOI Employees	\$125
	Other Federal Employees	\$125

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Empowering Leadership through
Credibility, Influence and Negotiation****Course Description:**

During times of rapid growth and never ending change, leaders often find themselves battling to maintain their level of performance. What has worked in the past is no longer working. Enlisting and enrolling people to get behind the vision, mission, or new and creative ideas seems more difficult than ever. So much to do...so little time, resources, people, etc. The challenge becomes one of working through others to get more done in less time. Building skills in the areas of credibility, influence, and negotiation become critical during such chaotic times.

Learning Objectives:

- ♦ Recognize and apply the five key empowering leadership practices necessary for creating an empowering, value driven culture
- ♦ Recognize and apply the Harvard Model for Negotiation
- ♦ Leverage informal authority, accountability, commitment, knowledge and influence factors
- ♦ Develop an action plan to improve and apply negotiation, influence and empowerment skills into your role as leader

Target Audience:

Manager, supervisors and team leaders

Prerequisites: None**Dates/Locations:**

- | | |
|---------------------|-----------------|
| ♦ April 26-27, 2005 | Albuquerque, NM |
| ♦ May 3-4, 2005 | Washington, DC |

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Influencing and Negotiation

CPE Credits: N/A

Tuition: DOI employees	\$255
Other Federal Employees	\$255

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Managing Conflict Constructively****Course Description:**

This workshop provides a critical tool set and helpful approaches for identifying conflict early and resolving it constructively. Participants will have the opportunity to explore their current mental model for dealing with conflict and how to best address conflict situations. Students will learn and practice tools for identifying, diagnosing, planning for resolution, and effectively resolving conflict. Using small group discussion and exercises, workshop attendees will practice the skills they learn.

Learning Objectives:

- ♦ Understand the various approaches to manage conflict and which work best
- ♦ Learn how to identify, diagnose, and resolve conflict situations
- ♦ Learn a common language and set of tools for resolving conflict before it becomes disruptive
- ♦ Understand what it takes to create a climate for healthy management of conflict

Target Audience:

Supervisor, managers, team leaders and those needing to resolve any type of conflict.

Prerequisites: None**Dates/Locations:**

- | | |
|--------------------|-----------------|
| ♦ October 15, 2004 | Washington, DC |
| ♦ April 28, 2005 | Denver, CO |
| ♦ July 26, 2005 | Albuquerque, NM |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Conflict Management; Interpersonal Skills

CPE Credits: N/A

Tuition: DOI Employees	\$125
Other Federal Employees	\$125

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Managing Performance Effectively****Course Description:**

The use of performance management systems is often a highly underutilized tool for maximizing the contribution of your employees as well as improving your own contribution and long-term success. When used effectively, it provides the vehicle for ensuring people understand what is expected of them in terms of results, how they are doing, and what they need to do to improve. This course, based on current best practices, offers a practical set of tools for mastering on-going coaching and feedback, developing and growing the capability of employees, increasing your skills at managing the performance discussion, managing marginal performance and increasing productivity and commitment. Workshop participants explore the myriad of options for ensuring meaningful development plans and encouraging people to take ownership for their careers and performance. The Harvard case study method is used to give participants the opportunity to experience their new skills at managing difficult performance issues and holding people accountable for their goals.

Learning Objectives:

- ♦ Learn a specific and applicable set of tools and approaches for managing employee performance, increasing motivation, and developing capability within their staffs
- ♦ Learn a practical tool for giving both formal and informal feedback
- ♦ Learn a proven model for effective coaching
- ♦ Understand what managers can do to keep employees satisfied and contributing

Target Audience:

Manager, supervisors, team leaders and anyone who must assign work and monitor the performance of others

Prerequisites: None**Dates/Locations:**

- | | |
|------------------------|-----------------|
| ♦ October 27-28, 2004 | Washington, DC |
| ♦ February 16-17, 2005 | Albuquerque, NM |
| ♦ March 2-3, 2005 | Washington, DC |
| ♦ May 10-11, 2005 | Denver, CO |
| ♦ June 14-15, 2005 | Washington, DC |

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Human Resources Management; Interpersonal Skills

CPE Credits: N/A

Tuition: DOI Employees	\$255
Other Federal Employees	\$255

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Managing the Next Generation****Course Description:**

This workshop will provide clarity about the various generational workgroups including the Veterans, Baby Boomers, Generation-X and the Next Gen or the youngest members of the workplace. Participants will be challenged to think through issues, process different ideas, and evaluate and implement the leadership skills that are necessary to lead one of the brightest, most authentic, and unconventional generations the workplace has ever seen. The workshop explores the latest research and what some of the great companies are learning about how to capture the hearts and minds of the next generation, how to approach recruitment, development, and retention and how to make sure the generations know how to work together.

Learning Objectives:

- ♦ Understand the thinking, cultural aspects and values of the various demographic workgroups in the current and future workplace
- ♦ Learn what it takes to manage the various workgroups effectively
- ♦ Obtain tools for managing the inevitable conflict that arises within the different workgroups
- ♦ Consider what it will require to integrate and lead the younger workforce into the existing and future workplace

Target Audience:

Managers, supervisors, team leaders

Prerequisites: None**Dates/Location:**

- ♦ July 27-28, 2005 Albuquerque, NM

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Conflict Management; Interpersonal Skills; Cultural Awareness

CPE Credits: N/A

Tuition:	DOI Employees	\$255
	Other Federal Employees	\$255

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Organizational Change: Making It Work****Course Description:**

The rate of change is not going to slow down anytime soon. In fact, it will probably speed up even more in the next few decades. The pressures on organizations to change will only continue to increase. Yet the methods used in the attempt to transform organizations including total quality management, reengineering, right sizing, restructuring, and culture change routinely fall short. This course will focus on an eight step process every organization must go through to achieve its organizational goal of creating, maintaining, and monitoring organizational change.

Learning Objectives:

- ♦ Identify the eight common errors and consequences to organizational change efforts
- ♦ Assess internal and external forces which drive the need for major change in organizations
- ♦ Apply the eight step process for creating major change
- ♦ Create methods to transform the power of resistance into a positive force
- ♦ Create strategies for building support for change

Target Audience:

Managers, supervisors, team leaders

Prerequisites: None**Dates/Location:**

- ♦ March 29-30, 2005 Albuquerque, NM

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Influencing and Negotiation, Interpersonal Skills; Oral Communication; Flexibility

CPE Credits: N/A

Tuition:	DOI Employees	\$255
	Other Federal Employees	\$255

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Problem Solving and Decision Making****Course Description:**

Many people depend on their intuition to solve problems and make decisions, rather than employ a systematic approach to the challenges that face us on a daily basis. Unfortunately, most people simply are not intuitive thus, their solutions lack the foresight and power the workplace demands. In this course, participants will learn and use dozens of techniques for solving problems and making decisions collectively, systematically and productively.

Learning Objectives:

- ♦ Define the convergent and divergent approaches to problem solving
- ♦ Define lateralized thinking
- ♦ Solve problems by selecting the more appropriate approach

Target Audience:

Employees wishing to develop their competencies in problem solving and decision-making techniques. A great class for new managers and supervisors

Prerequisites: None**Dates/Location:**

- ♦ December 9-10, 2004 Washington, DC

Time: For specific class times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Problem Solving; Decisiveness

CPE Credits: N/A

Tuition:	DOI Employees	\$160
	Other Federal Employees	\$160

MANAGEMENT AND SUPERVISORY DEVELOPMENT**Transitioning To a Supervisory Role:
Leadership Skills Development****Course Description:**

Transitioning from a staff member to a supervisory role creates new challenges and requires new skills. New supervisors gain insights into the supervisory role and an awareness of their leadership style through class discussion and assessment instruments. The course uses the Leadership Effectiveness Inventory and the Situational Leadership Assessment Instrument to provide feedback to participants on their leadership traits, their preferred leadership style, and areas for development. The course includes information on establishing a customer service strategy and motivational techniques to ensure a high-performing work team.

Learning Objectives:

- ♦ Recognize what is involved in the transition process from peer to supervisor
- ♦ Identify personal leadership skills and styles, and how to effectively use them
- ♦ Recognize and apply critical leadership traits
- ♦ Develop and manage an effective customer service plan
- ♦ Energize employees

Target Audience:

New supervisors with no formal training, supervisors needing a refresher of basic supervisory skills, and employees preparing for supervisory careers

Prerequisites: None

Dates/Locations:

- | | |
|-----------------------|----------------|
| ♦ October 18-22, 2004 | Anchorage, AK |
| ♦ February 7-11, 2005 | Denver, CO |
| ♦ April 11-15, 2005 | Washington, DC |
| ♦ July 18-22, 2005 | Denver, CO |

Time: For specific class times and room locations go to [**www.doi.gov/training**](http://www.doi.gov/training)

Competencies Addressed:

Continual Learning; Cultural Awareness; Customer Service; Interpersonal Skills

CPE Credits: N/A

Tuition: DOI Employees	\$390
Other Federal Employees	\$390

PROJECT MANAGEMENT DEVELOPMENT**Project Management Fundamentals****Course Description:**

This course introduces participants to the use of projects to accomplish goals, produce products, deliver services, and meet objectives. Explore various organizational settings and issues through case studies, scenarios, and real-life projects. Examine the role of the project manager in managing the project life cycle, including defining tasks, scheduling, estimating, allocating resources, monitoring, and controlling.

Learning Objectives:

- ♦ Describe fundamental concepts in project management
- ♦ Define the role of the project manager
- ♦ Assess and identify project requirements
- ♦ Organize effective project teams
- ♦ Apply basic tools and techniques to plan, measure, and control projects
- ♦ Conduct a project evaluation and successfully close out the project

Target Audience:

This course is appropriate for employees who want to learn how to manage projects.

Dates/Location:

- ♦ February 2-3, 2005 Washington, DC

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Written Communication

Tuition:	DOI Employees	\$270
	Other Federal Employees	\$270

PROJECT MANAGEMENT DEVELOPMENT**Managing Projects****Course Description:**

This course is a required foundation for both the Associate's and Master's Certificates and will provide the student with a solid understanding of project management methods. The course will give students the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, and utilize state-of-the-art project management tools to get the work done on time and within budget.

Learning Objectives:

- ♦ Master fundamental project management skills, concepts and techniques
- ♦ Link project goals and objectives to clear, compelling stakeholder needs
- ♦ Develop work breakdown structures
- ♦ Set realistic, measurable objectives and ensure positive results
- ♦ Estimate project costs and schedules using simple, proven techniques
- ♦ Establish a dependable project control and monitoring system

Target Audience:

All employees requiring certification to manage major or non-major projects

Dates/Locations:

- ♦ October 19-21, 2004 Washington, DC
- ♦ November 2-4, 2004 Washington, DC

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 22.5

Tuition: DOI Employees \$760
 Non-DOI Employees: \$760

PROJECT MANAGEMENT DEVELOPMENT**Risk Management****Course Description:**

This course will provide students the opportunity to work through the proactive approach to threat and opportunity - - based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management. The course examines risk management from both a top-down and bottom-up perspective using a proven eight-step risk management process. Also included will be a multi-part case study that takes the student from risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

Learning Objectives:

- ♦ Use a practical, eight-step process to manage project risk
- ♦ Identify threats and opportunities and weigh their relative value in your project
- ♦ Control multiple risks using limited strategies
- ♦ Overcome psychological barriers to risk in stakeholders and team members
- ♦ Make risk and opportunity integral components of the project plan

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|------------------------|----------------|
| ♦ November 16-18, 2004 | Denver, CO |
| ♦ December 7-9, 2004 | Washington, DC |
| ♦ January 11-13, 2005 | Washington, DC |

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 22.5

Tuition: DOI Employees:	\$760
Other Federal Employees:	\$760

PROJECT MANAGEMENT DEVELOPMENT**Scheduling and Cost Control****Course Description:**

Students will develop effective measures for scheduling and controlling projects. The course will focus on managing the constraints of a project - - limits on time, human resources, materials, budget and specifications. Students will get hands-on experience in building project requirements and the work breakdown structure, as well as techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data.

Learning Objectives:

- ♦ Use the work breakdown structure to develop a network diagram
- ♦ Calculate schedules using PERT/CPM
- ♦ Identify, assign, and tabulate resource requirements
- ♦ Predict costs and work time using specific levels and estimate types
- ♦ Plan for contingencies and anticipate variations
- ♦ Predict future project performance based on historical data
- ♦ Monitor changes and close out project

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|-----------------------|----------------|
| ♦ January 24-28, 2005 | Denver, CO |
| ♦ February 7-11, 2005 | Washington, DC |
| ♦ March 21-25, 2005 | Washington, DC |

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 28.0

Tuition: DOI Employees: \$760
Other Federal Employees: \$760

PROJECT MANAGEMENT DEVELOPMENT**Quality for Project Managers****Course Description:**

This course shows students how to integrate quality management concepts with project management practices to create a successful quality management program to support the project's success. Students will learn about the philosophy and principles of quality management and how to translate these concepts into specific actions that are key to successful improvement efforts. Students will practice concepts, tools and techniques using an integrated case study that requires application of skills learned.

Learning Objectives:

- ♦ Implement quality concepts at the process and project levels
- ♦ Identify customer requirements and determine appropriate quality assurance standards
- ♦ Develop a plan for the project quality program
- ♦ Use proven quality control tools and techniques to collect and measure performance data
- ♦ Assess performance measurements and determine ways to implement process improvement

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|--------------------|----------------|
| ♦ March 8-10, 2005 | Denver, CO |
| ♦ April 5-7, 2005 | Washington, DC |
| ♦ May 2-4, 2005 | Washington, DC |

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 22.5

Tuition: DOI Employees:	\$760
Other Federal Employees:	\$760

PROJECT MANAGEMENT DEVELOPMENT**Project Leadership, Management and Communication****Course Description:**

This is an interactive course designed to provide a solid foundation in key leadership competencies. Students will complete a self-assessment of their leadership skills, then master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating, and leading change.

Learning Objectives:

- ♦ Lead project teams through more effective communication
- ♦ Identify motivational value systems to improve productivity and cooperation
- ♦ Recognize the role of business and personal ethics in leadership
- ♦ Describe predictable change stages and identify appropriate leadership strategies for each stage
- ♦ Utilize a powerful four-stage collaborative negotiation process
- ♦ Create a leadership development plan to implement upon return to work

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|---------------------|----------------|
| ♦ March 22-24, 2005 | Denver, CO |
| ♦ April 19-21, 2005 | Washington, DC |
| ♦ May 17-19, 2005 | Washington, DC |

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 22.5

Tuition: DOI Employees: \$760
Other Federal Employees: \$760

PROJECT MANAGEMENT DEVELOPMENT**Contracting for Project Managers****Course Description:**

Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services through government, it is critical that project managers have a solid understanding of the contracting process. This course gives students an overview of all phases of contracting, from requirements development to closeout.

Learning Objectives:

- ♦ Identify contract components and understand the process from start to finish
- ♦ Select the right contract type for your project
- ♦ Decipher contract legalese
- ♦ Choose the offer that will result in the best value for the buyer
- ♦ Negotiate favorable terms and make revisions to the contract
- ♦ Apply the “10 rules of contract interpretation” in project disputes
- ♦ Administer contracts appropriately and know when and how to terminate before or upon completion

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|---------------------|----------------|
| ♦ April 12-14, 2005 | Denver, CO |
| ♦ June 7-9, 2005 | Washington, DC |
| ♦ July 12-14, 2005 | Washington, DC |

Time: For specific times and room locations go to www.doi.gov/training

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 22.5

Tuition: DOI Employees:	\$760
Other Federal Employees:	\$760

PROJECT MANAGEMENT DEVELOPMENT**Project Management Applications****Course Description:**

This practice-based course integrates the knowledge, skills and competencies gained in the other project management certification courses. Students will build on these competencies as they work in teams to complete an extensive, realistic, week-long project case study. Students will propose, plan, and execute a full-scale project under typical organizational constraints. Students will follow the project through the life cycle, resolving issues of performance, scheduling and control as they address questions of leadership and management.

Learning Objectives:

- ♦ Select the level of staffing, resources, and management support required for a project
- ♦ Assemble a project team and gain commitment on project objectives
- ♦ Assign tasks based on work breakdown structure
- ♦ Estimate time and costs and present a project plan to team members and stakeholders
- ♦ Create a project binder documenting each stage of the project and lessons learned

Target Audience:

All employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

Prerequisite: Managing Projects

Dates/Locations:

- | | |
|----------------------|----------------|
| ♦ May 2-6, 2005 | Denver, CO |
| ♦ July 25-29, 2005 | Washington, DC |
| ♦ August 22-26, 2005 | Washington, DC |

Time: For specific times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

CPE Credits: 28.0

Tuition: DOI Employees: \$760
Other Federal Employees: \$760

SPECIAL COURSES

Alaska National Interest Lands Conservation Act (ANILCA) Seminar

Course Description:

This annual ANILCA training contains updated information every year! The instructors are people who work with ANILCA daily and who follow the shifts from issue to issue as the law is implemented — the State of Alaska, the Department of the Interior, Alaska Federation of Natives, resource development groups, hunters, conservation groups, miners, ANCSA corporations, and other Alaskan interest groups. Participants will view a broad picture of the contents of ANILCA (a beginning for further study) and the far-reaching effects of ANILCA on the people and land of Alaska.

Learning Objectives:

- ♦ Be aware of the significance of interacting with the public about access, land use, and other Federal land issues; almost all are affected by ANILCA
- ♦ Understand the general provisions and effects of ANILCA
- ♦ Identify land management situations affected by ANILCA
- ♦ Identify the basics of Federal laws which are administered differently in Alaska because of ANILCA
- ♦ Be able to make recommendations and decisions about Federal land use in Alaska as affected by ANILCA

Target Audience:

DOI land managers and others who deal with ANILCA issues.

Dates/Location:

- ♦ November 17-18, 2004 Anchorage, AK

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Cultural Awareness; Resource Management

Tuition:	DOI Employees	None
	Other Federal Employees	\$300

SPECIAL COURSES**Alaska Native Claims Settlement Act (ANCSA) Seminar****Course Description:**

This annual ANCSA training brings you instruction from people who work with ANCSA daily, those most affected by ANCSA, and members of the Native community. Speakers are from DOI Alaska Bureaus, ANCSA corporations, Native groups, and State of Alaska agencies.

Learning Objectives:

- ♦ Know a general history of Alaska Native peoples before ANCSA
- ♦ Understand the general ANCSA provisions and effects of ANCSA
- ♦ Understand the DOI involvement in working with ANCSA
- ♦ Become aware of the effect of ANCSA on the culture and economy of Alaska

Target Audience:

DOI employees who interact with the public about ANCSA issues and/or employees who are new to Alaska and have a limited knowledge about ANCSA.

Dates/Location:

- ♦ November 16, 2004 Anchorage, AK

Time: For specific class times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Competencies Addressed:

Cultural Awareness; Resource Management

Tuition: DOI Employees None
 Other Federal Employees \$150

SPECIAL COURSES



Alaska Native Law

Course Description:

This short class is designed to give participants a comprehensive overview of Federal law specifically affecting Alaskan Native peoples. Laws do not address issues of Alaskan Native lands and organizations in the same ways as those issues are addressed for Native Americans in the rest of the US. Knowledge of Federal law addressing Alaskan Natives is critical information for Federal employees in Alaska.

Learning Objectives:

- ◆ Understand the differences in aboriginal rights between Alaska and other States
- ◆ Know how Alaskan Native land allotments differ from those in the rest of the US
- ◆ Identify major differences between Federal laws in Alaska and the rest of the US
- ◆ Understand the events that created differing Federal laws for Alaska

Target Audience: Departmentwide

Date/Location:

- ◆ April 5, 2005 Anchorage, AK

Time: For specific class times and room locations go to www.doi.gov/training

Competencies Addressed:

Cultural Awareness; Resource Management

Tuition:	DOI Employees	None
	Other Federal Employees	\$300

SPECIAL COURSES**Bear and Firearm Safety****Course Description:**

Students will receive an intensive briefing on bear and wild animal behavior, with an emphasis on avoiding confrontation and injury in field situations.

Learning Objectives:

- ♦ Know safety rules for avoiding bear encounters
- ♦ Be aware of defensive behavior if a bear encounter occurs
- ♦ Apply knowledge, cleaning, and transportation of firearms
- ♦ Participate in firing range practice and BLM certification

Target Audience:

Firearm safety and bear hazard training is mandatory for anyone who must work and carry guns in remote field areas.

Dates/Locations:

- | | |
|----------------|---------------|
| ♦ May 18, 2005 | Anchorage, AK |
| ♦ June 8, 2005 | Anchorage, AK |

Time: For specific times and room locations go to ***www.doi.gov/training***

Competencies Addressed:

Problem Solving; Planning

Tuition:	DOI Employees	None
	Other Federal Employees	\$50

SPECIAL COURSES**The Freedom of Information Act (FOIA)****Course Description:**

This course provides a basic overview of the Freedom of Information Act. Departmental policies and procedures will be discussed, and participants will have an opportunity to exchange ideas and strategies useful in dealing with issues that commonly arise in administering FOIA. This is an informal presentation that will answer any questions participants may have about the requirements of FOIA

Learning Objectives:

- ♦ Understand FOIA regulations regarding electronic documents
- ♦ Know the common exceptions to FOIA requests
- ♦ Understand U.S. Justice Department policy
- ♦ Follow step-by-step procedures when a FOIA request is made
- ♦ Know when fees may be charged or waived

Target Audience:

Any Federal employee who may need to respond to a request for information under the rules and regulations of FOIA.

Dates/Locations:

- ♦ November 2, 2004 Fairbanks, AK
- ♦ January 18, 2005 Anchorage, AK

For additional dates and locations please see the DOIU website at [***www.doi.gov/training***](http://www.doi.gov/training)

Time: For specific class times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Accountability; Business Practices; Decision Making

Tuition: DOI Employees	None
Other Federal Employees	\$150

SPECIAL COURSES**The History of Alaska****Course Description:**

This course provides a basic overview of the history of Alaska. It will provide an overview of Alaskan prehistory, Native peoples, Russian occupation, US purchase, significant events, and the wide variety of peoples who make up the culture of the state.

Learning Objectives:

- ♦ Gain an overview of the aboriginal prehistory of Alaska
- ♦ Know the Russian influences that influenced life in early Alaska
- ♦ Understand the reasons for the US purchase of Alaska
- ♦ Know the major events that influenced the direction of Alaska history

Target Audience: Departmentwide

Date/Location:

- ♦ February 24, 2005 Anchorage, AK

Time: For specific times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Cultural Awareness; Resource Management

Tuition: DOI Employees None
 Other Federal Employees \$150

SPECIAL COURSES

Living off the Land: Subsistence Hunting & Fishing in Alaska

Course Description:

The term “subsistence” has a unique meaning in Alaska and is a central issue in Alaska land management and government. This training is designed to familiarize Federal employees with the importance and multiple viewpoints of who should be able to hunt and fish on Alaska lands and how wildlife should be managed.

Learning Objectives:

- ♦ Understand how State and Federal wildlife management addresses subsistence
- ♦ Know how aspects of a subsistence lifestyle influence land management decisions
- ♦ Understand the positions of major interest groups in subsistence issues
- ♦ Develop an overall view of the subsistence issue

Target Audience: Departmentwide

Date/Location:

- ♦ March 17, 2005 Anchorage, AK

Time: For specific times and room locations go to [***www.doi.gov/training***](http://www.doi.gov/training)

Competencies Addressed:

Cultural Awareness; Resource Management

Tuition:	DOI Employees	None
	Other Federal Employees	\$150

SPECIAL COURSES**Occupational Safety & Health for
Collateral Safety & Health Personnel (OSHA 600)****Course Description:**

This course introduces federal agency collateral duty safety and health personnel to the OSH Act, Executive Order 12196, 29 CFR 1960, and 29 CFR 1910. The training enables the student to recognize basic safety and health hazards in the workplace and effectively assist agency safety and health officers with inspection and abatement efforts.

Learning Objectives:

- ♦ Understand the Federal safety and health program
- ♦ Recognize basic safety and health hazards and how to use personal protective equipment
- ♦ Know what to do about hazardous materials, fire protection, hazard communication, industrial hygiene and office safety

Target Audience:

All Federal employees with collateral safety and health duties

Time: For specific class times and room locations go to [*www.doi.gov/training*](http://www.doi.gov/training)

Dates/Locations:

- ♦ March 1-4, 2005 Anchorage, AK**
- ♦ April 4-8, 2005 Albuquerque, NM**

** Course length will range 4 - 4 ½ days depending on location and vendor. All OSHA courses offered through DOI University satisfy the mandatory 26 contact hours and address the learning objectives outlined in this course description.

Competencies Addressed:

OSHA Standards for Workplace Safety and Health

Tuition:	DOI Employees	None
	Other Federal Employees	\$500

SPECIAL COURSES**The Privacy Act and the Administrative Record****Course Description:**

This course provides a basic overview of the Privacy Act and steps to follow to maintain administrative records. This is an informal presentation that will answer any questions participants may have about the requirements of the Privacy Act: personal information we can and cannot maintain; and what constitutes a system of records under the Privacy Act. Numerous examples and guidelines will be reviewed to assure employees understand the importance of an administrative record for the Privacy Act, office projects and other activities where a record must support agency actions.

Learning Objectives:

- ♦ Identify personal vs. Agency records
- ♦ Understand the relationships between the Freedom of Information Act (FOIA) to the Privacy Act
- ♦ Understand the Privacy Act Systems of Records
- ♦ Understand the ramifications of not keeping adequate administrative records

Target Audience: Department wide

Time: For specific class times and room locations go to ***www.doi.gov/training***

Dates/Locations:

- | | |
|--------------------|---------------|
| ♦ November 3, 2004 | Fairbanks, AK |
| ♦ January 19, 2005 | Anchorage, AK |

Competencies Addressed:

Accountability; Business Practices; Decision Making

Tuition: DOI Employees	None
Other Federal Employees	\$150

Leadership & Intern Programs

DOI University's Leadership Programs provide a planned, systematic, competency-based approach to developing future leaders, at all levels, for the Department of the Interior. The Senior Executive Service Candidate Development Program, Mid-Level Leadership Development Program, Government-wide Acquisition Management Intern Program, Office of the Secretary Management Intern Program, and the Financial Management Career Intern Program offer enhanced development opportunities for high potential future leaders. Entry and mid-level leadership development training provides high potential employees with the necessary skills to transition to supervisory and leadership roles. Emphasis is placed on the development of core competencies throughout each of DOI University's leadership programs.

Senior Executive Service Candidate Development Program (SESCDP)

The SESCO is an eighteen-month executive development program, which prepares individuals for the Senior Executive Service (SES). During the course of the SESCO, participants address the challenges of leadership within the evolving mix of political thought and practical business applications. Each participant receives a variety of developmental opportunities such as core training, 80 hours of executive training and rotational assignments to ensure that, upon completion of the program, they possess the essential Executive Core Qualifications, which the Office of Personnel Management has determined are critical for successful performance at the SES level. The program is targeted for those individuals at the GS 14 and GS 15 level, or equivalent. Upon successful completion of all program requirements, participants are awarded a certificate for non-competitive appointment to an SES position. The current SESCO begins in September 2004.

Mid-Level Leadership Development

Mid-Level Leadership development provides leadership and managerial training that addresses the changing roles and competencies of Federal managers in the 21st century. Training is designed to strengthen leadership competencies and to teach students how to apply the skills they learn in real work situations. A goal of mid-level leadership development training is to build a cadre of highly competent mid-level Federal managers to address future leadership needs of the Department of the future.

This program is currently under development.

Government-wide Acquisition Management Intern Program

The Government-wide Acquisition Management Intern Program is a two-year program designed to employ federal government Contract Specialists and to develop them into procurement professionals and government business leaders of the future. Interns complete four six-month rotational assignments in sponsoring Departments and Agencies. Interns receive technical and business skills training including contract administration, price and cost analysis, customer service, project management and presentation skills. Participants are hired at the GS 5/7/9 levels with full promotion potential to the GS-12. Upon completion of the two-year training program, interns are permanently placed in one of the sponsoring agencies. Recruitment for the new class of class of interns begins in Spring 2005.

Office of the Secretary Management Intern Program

The Office of the Secretary Management Intern Program is a two-year program designed to recruit, develop, and retain a group of diverse future leaders for the Department's management functions. The interns complete six four-month rotational assignments in Interior's Policy, Management and Budget offices, which include finance, budget, personnel, environmental policy, policy analysis and acquisition. Interns receive on-the-job training during their rotational assignments and they also receive formal classroom training in business skills such as customer service, briefing techniques, and automation applications; leadership/supervisory skills; human resource/equal opportunity program requirements; and specialty job-related knowledge.

Participants are recruited at the GS 5/7 levels. Once the two-year training program is completed, interns are permanently placed in one of the Department's Policy, Management and Budget Offices in a position that has a full promotion potential to the GS-12. Recruitment for the new class of interns begins in Summer 2005.

Financial Management Career Intern Program

The Financial Management Career Intern Program is a two-year program that focuses on providing practical work experience and rotational assignments with supplemental academic training and cross training for a broad perspective of the Department's financial management process. The program is designed to develop the future financial leaders at the Department of the Interior.

Interns are recruited at the GS-7 level and have promotion potential to the GS-12. They are hired by the finance offices in the participating bureaus, and are carried on their rolls for the duration of the program. Recruitment for the new class of interns begins in Spring 2005.

Special Programs

Government Wide Forums – Washington, DC; Denver, CO; and Seattle, WA

The DOI University, in partnership with twenty five Federal agencies, presents a Forum series focusing on major quality of life issues. Entry and mid-level employees from subscribing agencies hear distinguished speakers discuss their most recent books on topics such as risk taking, career challenges and family issues. Employees meet others with common concerns, network during light refreshments, get a copy of the book and hear the author speak. The Forums support the President's Management Agenda by investing in human capital and developing the skills and abilities of the workforce.

Washington, DC Forums

Empowering Yourself

by Harvey Coleman

October 19, 2004

AM EVENT

9:00 am – 11:30 am

USGS Main Floor Auditorium

12201 Sunrise Valley Drive

Reston, VA

PM EVENT

1:30 pm – 3:30 pm

National Press Club

529 14th Street, NW

Coyote Medicine

by Dr. Lewis Mehl-Madrona

November 17, 2004

9:00 am – 11:30 am

PUBLIC EVENT

Yates Auditorium

Department of the Interior

1849 C Street, NW

I'm With Stupid: One Man. One Woman. 10,000 Years of Misunderstanding Between the Sexes Cleared Right Up

by Gene Weingarten and Gina Barreca

February 10, 2005

8:30 am – 11:00 am

National Press Club

529 14th Street, NW

Reading Lolita in Tebran

by Azar Nafisi

March 2005, date TBD

8:30 am – 11:00 am

PUBLIC EVENT

Yates Auditorium

Department of the Interior

1849 C Street, NW

***7 Money Mantras for a Richer Life:
How to Live Well with the Money You Have***

by Michelle Singletary

April 12, 2005
8:30 am – 11:00 am
National Press Club
529 14th Street, NW

***Our Last Best Shot Guiding Our Children
Through Early Adolescence***

by Laura Sessions Stepp

September 13, 2005
8:30 am – 11:00 am
National Press Club
529 14th Street, NW

***Dr. Gavin's Health Guide for
African Americans: How to Keep
Yourself and Your Children Well***

by James R. Gavin, M.D., Ph.D.

October 11, 2005
8:30 am – 11:00 am
National Press Club
529 14th Street, NW

***We Are All Self Employed:
How to Take Control of Your Career***

by Cliff Hakim

November 3, 2005
8:30 am – 11:00 am
National Press Club
529 14th Street, NW

Denver, CO Forums

The Art of Possibility

by Rosamund Stone Zander

October 21, 2004
9:30 am – 12:30 pm
Pines at Genesee
633 Park Point Drive
Golden, Colorado

***You Are What You Say: The Proven Program
that Uses the Power of Language to Combat
Stress, Anger & Depression***

by Matthew Budd, M.D.

February 24, 2005
9:30 am – 12:30 pm
Tattered Cover Book Store
Cherry Creek
2955 East First Avenue
Denver, Colorado

***We're Not in Kansas Anymore:
Strategies for Retiring Rich in a
Totally Changed World***

by Walter Updegrave

April 14, 2005
9:30 am – 12:30 pm
Tattered Cover Book Store
Lower Downtown
1628 16th Street
Denver, Colorado

October 2005 Denver Forum TBD

October 2005, date TBD
Tattered Cover Book Store
Lower Downtown
1628 16th Street
Denver, Colorado

Seattle, WA Forums***The Five Faces of Genius: Create Thinking Styles to Succeed at Work***

by Annette Moser-Wellman

October 5, 2004
9:00 am - 12:00 pm
The Town Hall
1119 8th Avenue
Seattle, WA

2005 Seattle Forums TBD**Executive Forums**

The Department of the Interior University hosts an annual series of six distinguished speakers for Interior executives, employees, and the public. The events focus on a broad range of leadership topics, from national policy issues and the environment to the latest in leadership strategies. Authors of recently published books share their ideas with Interior's top managers at a roundtable session.

Win-Win Ecology

by Michael L. Rosenzweig

October 14, 2004
10:00 am - 2:00 pm
South Interior Building
Auditorium
1951 Constitution Avenue, NW

***A River Running West:
The Life of John Wesley Powell***

by Donald Worster

November 18, 2004
10:00 am - 2:00 pm
USGS Main Floor Auditorium
12201 Sunrise Valley Drive
Reston, VA

2005 Executive Forums TBD

For further information on any of these special programs, please contact Shari Hanscomb at (202) 208-5796 or Brenda Woods at (202) 208-3617 or visit our website at ***www.doiu.nbc.gov/forums***

SPECIAL PROGRAMS**DOI Library Training Sessions****Course Description:**

The U.S. Department of the Interior Library offers regularly scheduled training classes to DOI employees to enhance their ability to access and effectively utilize print and online resources available through the DOI Library. Each session focuses on a different aspect of legal, legislative, or general library research. Classes are taught by certified trainers from online service providers such as LexisNexis and Westlaw as well as by the U.S. Department of the Interior Library staff.

Learning Objectives:

- ♦ Understand the organization of and resources available from the DOI Library
- ♦ Learn to use print and online resources to conduct legal and legislative research
- ♦ Learn how to find journal articles using online databases available from the Library
- ♦ Become skilled in navigating the Library's website to search for DOI and DOI-related sources of information

Target Audience:

DOI employees needing to utilize print and electronic information sources for work-related activities

Time: For a listing of specific classes, class descriptions, and times, go to ***<http://library.doi.gov/training2.html>*** or call the Library at (202) 208-5815. Dates and times listed are subject to change. Future sessions will also be posted on this website.

Dates/Location:

- | | | |
|-----------------------------------------------|-------------------|-------------------------------|
| ♦ Federal Legislative Histories on Westlaw | October 13, 2004 | DOI Library
Washington, DC |
| ♦ Tour of the DOI Library | October 27, 2004 | DOI Library
Washington, DC |
| ♦ Federal Legislative Histories on LexisNexis | November 10, 2004 | DOI Library
Washington, DC |

Competencies Addressed:

Continual Learning; Research Skills, Organizational Skills

Tuition: DOI Employees None

Online Learning

Online Courses provide the opportunity to learn 24 hours a day, 365 days a year, anywhere in the world via Internet access. DOI University offers over 2,000 courses through SkillSoft, Thomson NETg and Karta Technologies. Many technology courses are available from word processing to computer programming, IT Security, web site development, and LAN management. Other workplace skills courses cover communication, interviewing, sexual harassment awareness, diversity, team skills, managing work and employees, and many other topics relevant to improving performance in the workplace.

Customized Online Courses are developed by DOI University's Online Learning Team. They have the unique ability to develop customized web-based courses and training solutions to meet bureau and office mission requirements and training needs using various technologies. Courses completed or under development address special retirement processing, safety and occupational health, information technology security, privacy, museum property management, conflict management awareness, activity based cost management, and Section 508 compliance. For more information on these classes, go to www.doi.gov/training and click on Classroom and Online Course Offerings in the left sidebar, and then on DOI Online Courses. Or you can click on Special Training Programs and review the Customized Online Training section. For more information on how our team can work with you to meet your training needs through customized online courses, contact the DOIU Online Learning Team at (202) 208-3441 or (202) 208-7618.

Web Site Learning Aids:

Department of the Interior Orientation helps employees discover what the Department does and the missions of our eight bureaus. Learn about benefits, key employee policies, employment opportunities, and much more. www.doi.gov/orientation

Career Manager helps employees manage their careers through personality and career assessment instruments, job listings, information and instructions on job hunting tools, resources for persons with disabilities, basic and advanced instruction on using the Internet, and links to other career sites. www.doi.gov/octc

Personnel Manager is an electronic handbook designed to provide information and routine guidance to employees, personnelists, and supervisors in all areas of personnel management. It is written in plain English and takes the mystery out of personnel-related information. www.doi.gov/brm/pmanager



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Tuesday, August 03, 2004

 **www.doi.gov/training** 

U.S. DEPARTMENT OF THE INTERIOR UNIVERSITY

Welcome to the DOI University learning management log in page. After logging in, you will be able to view your training record, edit your contact information, register for a class, or cancel your registration for an upcoming class. Your training record will be a work in progress. Initially, it will show only those classes that you attend beginning in January, 2002. We are working on updating our system to also show successfully completed online training as well.

DOIU Log-In
Log in here to register for classes and view training history.

User ID :

Password :

You must have a learning management account to log in. For Netg Users, you can use your Netg User ID and Password.

[Log In](#)

Need Your Password?
You must have a Learning Management Account to request your password.

First Name :

Last Name :

Email :

If the above information matches your training record, an email will immediately be sent to you with your id and password.

[Request Password](#)

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Sign up for a Learning Management Account.

To register for any DOIU classes you must have a learning management account. Please do not create a new account if you have forgotten your password.

[Sign Up!](#)

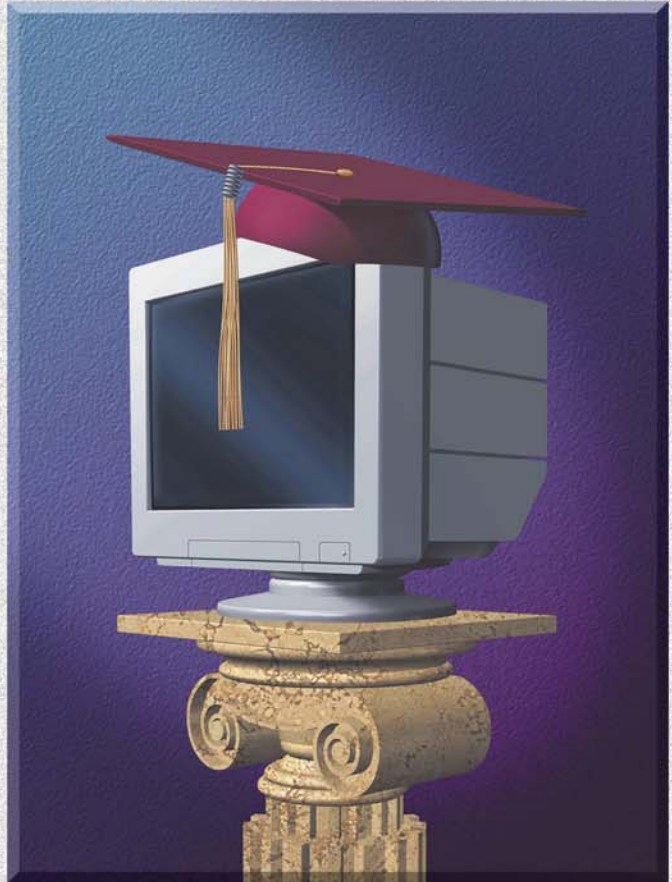
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